Student Handbook
Northeast Texas Community College
Start here. Go anywhere.

Disclaimer:
The student is responsible for becoming familiar with the contents of this handbook, as well as the Northeast Texas Community College Catalog and other official documents or information pertinent to students. The College reserves the right to change a provision or requirement at any time within the student’s term of enrollment.
Federal Funding Recipients.................................................................20
Pregnancy and Marital Status...........................................................20
Religious Freedom...........................................................................20

Admissions & Attendance
Admission Methods..........................................................................21
Admission Requirements...............................................................21
Assessment (Texas Success Initiative / TSI)....................................21
Attendance......................................................................................23
Residency Requirements..............................................................23
Tuition and Fees............................................................................24
Refund of Tuition and Fees............................................................25

Transfers
Transfer of Credits to the College District.....................................27
Transfer of Credits to another Higher Education Institution..........27

Student Welfare
Immunization Requirements for Bacterial Meningitis....................28
Communicable Diseases...............................................................29
Acquired Immune Deficiency Syndrome (AIDS) Guidelines..........29
Health Services............................................................................30
Health Insurance..........................................................................30
Freedom from Discrimination, Harassment and Retaliation..........30
Freedom from Bullying and Dating Violence.................................32
Prohibited Conduct.......................................................................32
Procedures for Reporting Discrimination, Harassment, and Retaliation.........................................................33
Procedures for Reporting Bullying and Dating Violence................35

Student Financial Aid Program
Financial Aid................................................................................36
Scholarships and Awards.............................................................36
Work-Study..................................................................................36

Student Support Services
Academic and Career Advising......................................................37
Advisement and Degree Auditing..................................................37
Career Center and Job Placement Services.................................38
Academic Skills Center...............................................................38
Registration..................................................................................39
Campus Connect..........................................................................39
Grade Reports and Transcripts......................................................40
Graduation Degree Requirements and Certificates of Competency..........................................................40
Testing Center.............................................................................40
Veterans Affairs..........................................................................40
**Student Housing**
Housing Disciplinary Issues ................................................................. 42
Student Housing Disciplinary Committee ............................................. 42

**Solicitations**
Permissible Solicitation ........................................................................ 44
Distribution of Literature ...................................................................... 45

**Student Records**
Custodian of Records ........................................................................... 46
Types of Education Records ................................................................. 46
Request Procedures .............................................................................. 46
Directory Information ........................................................................... 47
Access by School Officials ................................................................. 47
Access by Parents ................................................................................ 47
Transcript and Transfers of Records ...................................................... 47
Procedure to Amend Records .............................................................. 48
Family Rights & Privacy Act (FERPA) .................................................... 48

**Student Activities**
Activity Funds Management ................................................................. 51
Contests and Competition ................................................................. 51
Registered Student Organizations ....................................................... 51
Student Life ......................................................................................... 54
Student Publications .......................................................................... 54

**Student Rights and Responsibilities**
Involvement in Decision Making ......................................................... 55
Student Access to Instruction .............................................................. 55
Student Responsibilities ...................................................................... 55
Student Tuition, Fees, and Deposits .................................................... 56
Student Expression .............................................................................. 56
Student Conduct ................................................................................ 56
Disruptions, Disorderly Conduct, and Disruptive Behavior ................. 58
Academic Dishonesty .......................................................................... 59
Dress Code ......................................................................................... 61
Prohibited Organizations and Hazing .................................................. 61
Tobacco Use ....................................................................................... 62
Alcohol and Drug Use ........................................................................ 62
Weapons ............................................................................................ 63
Assaults .............................................................................................. 64
Care of School Property .................................................................... 64
Student Interrogations and Searches .................................................. 65
Student Intellectual Property ............................................................... 65
Student Complaints & Grievance Procedures
Student Grievance Process .......................................................................................................... 67
Informal Student Complaint Process .......................................................................................... 68
Formal Student Complaint Process ............................................................................................ 69
General Provisions ...................................................................................................................... 69
Questions Regarding Student Grievances .................................................................................... 72

Student Discipline Penalties & Hearings
Discipline and Penalties ............................................................................................................. 73
Authority for Initiation of Disciplinary Action ............................................................................ 73
Student Disciplinary Hearing Procedures ..................................................................................... 73
Types of Penalties ......................................................................................................................... 75

Student Fees Fines & Charges
Special Fees ................................................................................................................................ 77
Fees for Extraordinary Costs ....................................................................................................... 77
Individualized Courses .................................................................................................................. 77
Laboratory Fees ............................................................................................................................ 77
General Deposits ........................................................................................................................... 77
Student Services Fees .................................................................................................................... 77
Dual Enrollment ............................................................................................................................ 77
Vehicle Registration, Parking and Traffic Fees ............................................................................. 78
International Education Fee ......................................................................................................... 78
Continuing Education Course Fee ............................................................................................... 78
Exemption From Payment of Fees ............................................................................................... 78
Incidental Fees ............................................................................................................................. 78
Proration of Fees ............................................................................................................................ 79
Waiver of Fees ............................................................................................................................... 79
Credit Card Fees ............................................................................................................................ 79
COLLEGE PHILOSOPHY

**Mission**
Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.

**Vision**
Northeast Texas Community College is poised and ready to help our region meet the challenges of a changing world. The delivery of superior instruction, training and services steadily improve our communities educationally, economically, culturally and ecologically. NTCC is a model of good stewardship of financial, structural and natural resources, dedicated to assisting students as they achieve their personal hopes and dreams and ambitions.

**Values**
- Students are our priority
- In all things - excellence
- Act with integrity
- Preserve the strength of the general education core curriculum
- Build in a sustainable manner
- Care for the earth and our natural resources

**Statement Regarding ADA / Students with Disabilities**
Northeast Texas Community College welcomes students with disabilities, and we are committed to the principle that every individual should have an equal opportunity to enroll at NTCC, register for courses or examinations in order to demonstrate their knowledge and skills under appropriate conditions, and to complete a degree/certificate or transfer. NTCC seeks to assure access by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Reasonable accommodation is the provision of aids, or modification to testing, services, or a program of study, that allows access by individuals with disabilities.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” as compared with the average person in the general population. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, concentrating, caring for one’s self, working, learning, and the operation of a major bodily function such as those of the immune system, respiratory system, etc.

The ADA requires an institution of higher education, which differs from secondary public schools, to provide reasonable accommodation to a qualified individual with a documented disability, providing that the accommodation does not create an undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program.

Additionally, NTCC is required to abide by the provisions of Section 504 of the Rehabilitation Act of 1973 which protect otherwise qualified individuals from discrimination based on their disability. In order to be considered “otherwise qualified”, a student with a disability must be capable, either with or without accommodation, of fulfilling the essential requirements of the educational program.
Individuals requesting reasonable accommodation are required to self-disclose to the Special Populations Coordinator and submit a request in writing by completing the NTCC Request for Accommodation Form. The request must be given in a timely manner, and accompanied by official documentation of the disability from an appropriate, licensed professional, which must address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, accommodations are requested on a course-by-course, semester-by-semester basis.

**Statement of Non-discrimination/Equal Opportunity Policy**

It is the policy of Northeast Texas Community College not to discriminate on the basis of sex, race, color, national origin, handicap, or age in its education programs, activities or employment policies. Inquiries regarding compliance may be directed to the Affirmative Action Officer at P.O. Box 1307, Mt. Pleasant, Texas 75456, 903-434-8100

**Declaración Sobre el Plan de Acción de Igualidad de Oportunidad**

Es la política del colegio de Northeast Texas Community College de no discriminar sobre la base de sexo, raza, color, origen nacional, discapacidad o edad en sus programas de educación, actividades o las políticas de empleo. Investigaciones sobre cumplimiento de normas pueden ser dirigidas al director responsable de la acción afirmativa en P.O. Box 1307, Mt. Pleasant, Texas 75456, 903-434-8100.

**Statement Regarding Drug-Free Schools and Campuses Act**

Northeast Texas Community College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increase the potential for unsatisfactory performance in class and on the job, absenteeism, tardiness, inefficiency, accidents and poor morale. As per College policy (Policies DHB and FLBE), no student or employee shall, in any campus area, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by the Texas Controlled Substance Act). Any student or employee violating this policy shall be subject to disciplinary action. Consistent with federal, state and municipal law, criminal prosecution may also be pursued. The Office of Counseling Services, located in the Administrative Services Building, will provide confidential assistance to students and employees, including making referrals to outside agencies.
Accreditation
Northeast Texas Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Associate Degrees. Persons should contact the Commission only if there is evidence that appears to support a significant non-compliance with a requirement or standard. For other affiliations and accreditations see the current College Catalog.

Bookstore
The NTCC Bookstore is located in the Learning Resource Center. It is available to all students, faculty, staff and campus visitors for their textbooks, supplies, clothing and gift needs. Located within the bookstore is the campus Post Office. Check cashing is available for all students, faculty and staff with current IDs ($20.00 limit). At the end of each semester, the College Bookstore will buy back or repurchase a limited number of textbooks at prices based on the period of use and the condition of the book. The Scheduled hours of operation are as follows:

- Monday 7:30 AM – 6:PM
- Tuesday 7:30 AM – 6:PM
- Wednesday 7:30 AM – 6:PM
- Thursday 7:30 AM – 6:PM
- Friday 8:00 AM – 12:00 PM
- Saturday Closed
- Sunday Closed

Bulletin Boards
Northeast Texas Community College is a multi-site institution and has designated the Vice President of Student and Outreach Services, as well as the Student Activities Office and satellite site as authorized officials to approve bulletin board use on these campuses according to FKA (LOCAL)-AJC.

The Student Activities Office serves as an approval center for all materials to be posted on campus. NTCC attempts to provide an opportunity for the student body, staff, and faculty to promote activities. In providing such a service, it is important that certain guidelines be followed. Individuals and student organizations on campus shall adhere to the following procedures:

- Receive approval from the office of the Director of Student Activities.
- Materials may be posted only on bulletin boards. Materials are not to be posted to glass doorways. Under special circumstances, the Director of Student Activities will designate other areas for posting.
- Materials may be approved for a maximum of four weeks.
- The individual posting the material is responsible for removal of the material within 24 hours of the removal date.
- Materials which do not conform to the posting procedures are subject to removal.
Campus Contact Information

**Addresses**
- **Mailing**
  P.O. Box 1307, Mt. Pleasant, Texas 75456-1307
- **Physical**
  2886 FM 1735, Chapel Hill Road, Mt. Pleasant, Texas 75455

**Telephone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switchboard</td>
<td>903-434-8100</td>
</tr>
<tr>
<td>Residence Hall</td>
<td></td>
</tr>
<tr>
<td>Men’s Hall</td>
<td>903-572-9071</td>
</tr>
<tr>
<td>Women’s Hall</td>
<td>903-572-9922</td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td></td>
<td>903-434-8127</td>
</tr>
<tr>
<td></td>
<td>903-563-1417</td>
</tr>
<tr>
<td>Off-Campus Locations</td>
<td></td>
</tr>
<tr>
<td>Hanson-Sewell Center in Pittsburg, TX</td>
<td>903-855-1441</td>
</tr>
<tr>
<td>Naples / Omaha Center in Naples, TX</td>
<td>903-897-2935</td>
</tr>
</tbody>
</table>

**Campus Emails**
- Faculty & Staff Directory

Children on Campus and In Classrooms
Northeast Texas Community College prohibits students from bringing infants and small children into the classroom during class sessions or allowing unsupervised children to remain on campus.

Computer Use Policy
Northeast Texas Community College provides each of its academic students, faculty and staff with one or more computer accounts that permit use of the college’s computer resources. Use of these resources is a privilege, not a right. When using these resources, individuals agree to abide by the applicable policies of the College, as well as federal, state and local laws. The College reserves the right at any time to limit, restrict or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws. For a complete narrative of the Computer Use Policy, visit the NTCC website [NTCC Policies & Procedures](#).

Emergency Procedures
The following steps are to be followed for contacting help in an emergency:

1. Call 911. Have another person, if one is present to call 911. Explain the nature of the emergency.
2. Dial (0) to reach the campus operator. Explain there is an emergency. The operator will contact Security personnel from the EMS department or the Nursing department and the Vice President for Student and Outreach Services.
3. Do not leave the individual experiencing the problem unless you are the only one available to call 911.
4. Provide basic care as you are capable until help arrives.
ID Card/ Debit Card “MyEAGLE Passport”

It is mandatory that all students and staff on the Northeast Texas Community College Campuses obtain and carry a MyEAGLE Passport ID Card. You will use your MyEAGLE Passport often, so make sure to carry it with you at all times. You will need it to:

- Receive financial aid disbursements
- Receive book buyback credits
- Purchase food through your meal plan
- Check out books from the library
- Attend athletic events
- Receive student discounts from participating merchants

Northeast Texas Community College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Eagle Passport. The Eagle Passport is a MasterCard Debit Student ID which allows you free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard or pin-based transactions. It is the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No monthly service fee
- Easy access to free Herring Bank ATMs on and around campus (link)
- Free access to online banking – check balances and view your checking account statement online from anywhere you have internet access. www.MyEAGLEpassport.com
- Get paid faster – when you request direct deposit of your financial aid*(link to Financial Aid Disbursements) and/or direct deposit of your paycheck

Visit the ID card office to get your Eagle Passport.

Use your new Eagle Passport, your official student ID, for all of your on-campus needs and to access your Herring Bank checking account.

For information on how to obtain your MyEAGLE Passport Card, call the Business Office, (Monday - Thursday, 8am – 6pm or Friday, 8 am - Noon).
To report a lost or stolen card contact Herring Bank at 1-866-348-3435. You will also need to go to the Business Office for a new card.

Inclement Weather Policy
The Inclement Weather Policy was adopted to ensure the safety and welfare of students and staff. Decisions affecting day classes and college operations will be made by the College President no later than 6:00 a.m. One or more classes or the entire daily class schedule may be cancelled depending on weather conditions or forecasts.

Students should tune to one of the following area radio stations for information: KPXI-FM, 100.7; KXAL-FM, 103.1; K-ALK-FM, 97.7; KIMP-AM, 960 of KEGG-AM, 1560. These stations are designated as official NTCC stations and will broadcast announcements concerning NTCC schedules of operation.

Learning Resource Center/Library (LRC)
The Learning Resource Center (LRC), conveniently located in the center of campus, provides an attractive atmosphere for study and research. Carrels, tables, and lounge furniture facilitate an environment conducive either to working on assignments or recreational reading. Tours of the LRC and instruction in the use of the library may be provided to groups on request; individual assistance is always available. Use of the library and materials is extended to members of the community.

Books, periodicals and audiovisual materials are selected to support the curriculum and serve the needs of students and faculty. The book collection consists of over 30,000 volumes. Over 200 periodicals and newspapers are received in a variety of formats. Audiovisual equipment is available in individual carrels for those wishing to use DVD’s, audiotapes or videocassettes. A local area network of public computers provides access to the Internet, web-based databases, and instructional and productivity software. Photocopying is available. The LRC is open during the fall and spring semesters with the following hours:

Monday and Tuesday: 8:00am-6pm
Tuesday and Thursday: 8:00am-7:30pm
Friday: 8:00a.m.-12:00noon
Saturday and Sunday: Closed

Access to Physical Library Materials at NTCC Off-Site Centers Procedure
NTCC faculty, students, and staff at off-site centers, (Pittsburg Hanson-Sewell Center, the Naples-Omaha Center, Our Place Restaurant, and the Industrial Technology Training Center), may register for library cards and request and return library materials without having to physically visit the Learning Resource Center on NTCC’s main campus. Library materials may be requested from any center director in person, via phone or email, and can be returned to any off-site location.

The LRC’s online catalog for searching library materials can be accessed by clicking the following link: http://netx.sirsi.net/uhtbin/egisirsi/x/x/0/49

Lost and Found
Lost and found service is located in the Student Activities office. Lost and found items will be held until the end of each semester. Found items may be turned in at this location.

**Parking**

Parking permits are issued annually. Students should park only in designated parking spaces as follows:

- Only vehicles with state approved handicapped permits will be allowed to park in handicapped parking spaces. All others will be issued parking tickets with a fine of $150.
- Vehicles parking in any area other than a designated parking space may be issued a parking ticket.
- There is no trailer parking allowed on the parking lots.
- The circular parking area located in the entrance of the campus is for VISITORS’ use only. Any vehicle parked there for more than 30 minutes may be issued a parking ticket.
- Fines are assessed to all parking tickets issued. Fines should be paid within (30) thirty days in the Administration Building. The student’s grades and/or transcripts will be blocked until fine is paid.

For further information contact the Security Department.

**Public Safety & Campus Police**

Lock your vehicle and store valuables such as radar detectors, cellular phones, etc. in the trunk or out of sight. Security personnel will escort students from buildings to vehicles upon request. Security will also attempt to jump start vehicles and assist in unlocking vehicles when keys are locked inside. Contact the switchboard operator to summon security personnel.

**Reserving/Scheduling College Facilities**

Rooms and facilities on campus must be reserved prior to holding meeting or activities. Students must reserve space for an activity before submitting material for publicity. Students should contact the administrative secretary to the Executive Vice President for Instruction in the Administration Building to reserve space.
Academic Fresh Start
Senate Bill 1321 entitles residents of this state to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. When students apply for “Academic Fresh Start” all credit 10 or more years old will not be used for admission. Students who wish to apply for “Academic Fresh Start” must contact the Admissions Office.

Academic Progress
NTCC requires each student to maintain reasonable academic progress. The policy for governing academic progress is as follows.

Academic Early Alert
As a caution to students, an academic early alert is sent when a student’s grade point average (GPA) is between 2.0 – 2.5. Academic Early Alert does not penalize the student. An advisor will contact the student to help him/her to find ways to improve his/her GPA.

Academic Warning
NTCC will place a student on academic warning if he/she fails to achieve a cumulative GPA of 2.0, regardless of the number of semester credit hours taken, and regardless of any break in enrollment. The College will place a hold on the records of a student on academicWarning and he/she will only be able to register with approval from the Vice President for Student and Outreach Services or his/her representative. A student may continue on academic warning provided a 2.0 or higher semester GPA is achieved in the last term of enrollment, even when the cumulative GPA remains below a 2.0.

Academic Suspension
A student on academic probation will be placed on academic suspension if he/she fail to achieve at least a 2.0 GPA for the current semester or for the last semester enrolled, and his/her cumulative GPA remains below 2.0. An academically suspended student will not be able to enroll in any credit course for the next long semester without completing a contract for improvement, or through a written appeal made to the Appellate Committee.

Academic Probation / Readmission
Students readmitted as the result of an appeal will be placed on academic probation. If the readmitted student enrolls in six (6) or more credit hours and earns a cumulative GPA of 2.0 or higher, the student will be removed from suspension and probation and readmitted with no restrictions. If the student achieves a 2.0 or higher grade point average for the term, but does not achieve a cumulative grade point average of 2.0 or higher, he/she may continue on academic probation for the following long semester.

Adding or Dropping a Course and Limitations
Students who are able to access CampusConnect may add classes online prior to the close of late registration (first week of classes for each long semester; first 2 days of a 5-week summer session). Students cannot drop their final or only class using CampusConnect during late registration. Complete withdrawals must be done in person at the Registrar’s Office. Students cannot drop, add, or withdraw using CampusConnect after the last day of late registration. After that date, all changes must be submitted either in person, in writing, or by FAX to the Registrar’s Office.
Drops prior to the official reporting day (twelfth day, regular semester; fourth day, 5-week summer term) are not recorded on the student’s permanent record. Students may withdraw no later than the last date for withdrawal in that semester. (See the Academic Calendar for specific withdrawal dates for each semester). Registration dates and times are published in the Schedule of Classes available from the Admissions and Records Office and the online college calendar. All tuition and fees must be paid by payment deadlines. Payment may be made by cash, check, payment plan, MasterCard, Visa, or Discover cards. Students who have financial or academic holds on their records will not be allowed to register until the hold is cleared by the appropriate office.

A student who officially withdraws from a course after the twelfth class day but within the first twelve weeks of a regular semester, after the twelfth class day but within the first 8 weeks of the summer semester, or after the fourth class day but within the first four weeks of a 5-week summer term will receive a grade of “W” in the course. Students may not withdraw from school or drop classes after this time and receive the grade of “W.” Requests for withdrawal must be made in person or in writing or by FAX. Withdrawals will not be accepted by telephone.

Section 51.907 of the Texas Education Code, enacted by the Texas Legislature, applies to students who enroll in a public institution of higher education as a first time freshman in Fall 2007 or later. The College may not permit a student to drop more than six courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons that the student could not satisfactorily complete the course:

- The student, a member of the student’s family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition.
- The student becomes responsible for the care of a sick, injured, or needy person.
- There is a death in the student’s family or of a non-family member of equally important relationship.
- The student or a member of the student’s family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.
- There is a change of the student’s work schedule that is beyond the student’s control.
- The College determines that there is other good cause for the student to drop the course.

Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent semesters, and may incur other enrollment limitations or requirements. Any drops attained while attending a former educational institution will be recorded by the Admissions Office on the student’s NTCC record, and drops attained while at NTCC will be recorded on the student’s transcript, compiled with any previous drops, and supplied to future transfer universities.

Northeast Texas Community College students liable under this legislation who plan to attend another Texas public college or university should determine that institution’s policies and penalties for dropping courses and approving Drop Exceptions.

Auditing a Class
A person who meets admission requirements may, with the consent of the instructor, enroll in a credit course as a non-credit student. The non-credit fee and admission requirements are the same as for credit enrollment. A listing of “NC” will be posted on the student’s transcript. A student may not change status after the twelfth class day during the fall, spring, or 10-week summer semesters or the fourth class day in the 5-week summer sessions.

**Cell Phone Usage and Other Electronic Devices in the Classroom**

Students are expected to use common courtesy when using electronic devices such as cell phones, iPods, laptops, and et cetera in the classroom. See individual instructor syllabi for applicable guidelines on the use of all electronic devices in each classroom. Students are required to follow those stated policies.

**Change of Schedule**

During periods of registration, students who have registered on-line using Campus Connect may change their schedules via the same method. Students cannot change their schedules or drop a class on-line through Campus Connect after the schedule change deadline. All students who wish to change their schedules must do so before the end of the schedule change period published in the schedule of classes. After the deadline, classes are dropped in Student Services until the drop deadline for the semester. Classes dropped on or before the official census date of the term will not appear on the student’s transcript.

**Credit for Courses**

Credit is granted on the basis of semester hours at Northeast Texas Community College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester or equivalent. Two hours of laboratory work are usually considered to be the equivalent of one hour of lecture.

**Credit Award Program by Advanced Placement**

[Guidelines Applicable to Credit by Examination/Advanced Placement](http://catalog.ntcc.edu/content.php?catoid=1&navoid=557)

**Degrees, Certificates and Majors**

See the current General Catalog Degrees/Certificates and Majors Section for complete information or click on the link provided.  
[http://catalog.ntcc.edu/content.php?catoid=1&navoid=557](http://catalog.ntcc.edu/content.php?catoid=1&navoid=557)

**Developmental Studies Division**

The primary purpose of the Developmental Studies Division is to provide the learning experiences and support services that allow under-prepared students to acquire the academic skills needed to be successful in college level coursework. Following placement testing and academic advising, students identified as deficient in reading, writing and/or math skills participate in continuous remediation through Developmental Studies until they meet the exit criteria of passing score(s) on the Accuplacer.

Developmental education courses are offered in reading, writing, and math. These courses help students be successful in their college-level courses. Courses beginning with a sequence of 0 (0301) are considered to be developmental in nature. Credit for these courses is not used for college-level academic honor, graduation, or transfer. Students who are not Texas Success Initiative (TSI) complete are required to enroll in developmental education courses based on placement scores from the ACCUPLACER or THEA test.

**Distance Learning Opportunities**
NTCC offers courses that students can take over the Internet. Most academic departments on the NTCC campus offer courses online, and the Virtual College of Texas offers an extensive range of courses in which students can enroll through NTCC. Texas A&M University - Texarkana offers several ITV classes on the NTCC campus through a partnership agreement with the college. The mission of Distance Education at NTCC is to provide enhanced educational opportunities for students through advanced technology. Distance Education classes enable students to access courses that have already filled in the traditional classroom, and to pursue educational goals while balancing work and family.

**Virtual College of Texas**

Northeast Texas Community College is a consortium member of the Virtual College of Texas. The mission of the Virtual College of Texas is to provide all Texans access via instructional technologies to quality instruction and support wherever they may live, regardless of geographic, distance, or time constraints. The Virtual College of Texas is a consortium of accredited, public Texas community and technical colleges. It includes 53 community college districts and the four colleges of the Texas State Technical College System. Through the Virtual College of Texas, students may access college courses offered at institutions across the state. However, students enroll in Virtual College of Texas classes through their local community college. They receive advisement, testing, and other student services on their local campus as well. Students interested in learning more about the Virtual College of Texas may contact NTCC’s VCT office at 903-434-8243.

**Dual Credit for High School Students**

**Eligibility Requirements**

- **Grade level:** must have completed the sophomore year of high school
- **Grade Point Average:** “B” average in high school courses
- **Test Scores:**
  - TAKS English Language Arts (ELA) score of 2200 AND writing sub-score of 3 (for reading and writing intensive college courses), TAKS Math score of 2200 for math or math-related college courses, OR
  - SAT – 1070 combined, with 500 or higher on math and/or verbal, OR
  - ACT – 23 composite, with 19 or higher on math and/or English, OR
  - THEA – Reading 230, Mathematics 230, Writing 220, OR
  - Accuplacer – Reading Comp 78, Elem Algebra 63, Written Essay 6 (or Written Essay 5 AND Sentence Skills 80).

- **Class Load:** A maximum two college credit courses per semester (unless special permission is granted by the college)

For more information contact:
Anna Ingram, NTCC Director of Dual Credit
(903) 434-8257 or aingram@ntcc.edu

**Grading System**

The grading system used at Northeast Texas Community College is as follows:

A (excellent), B (good), C (average), D (passing), F (failure), I (incomplete), W (withdrawal), NC (non-credit), CR (credit).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
</tbody>
</table>
Grade Point Average
The grade point average (GPA) is found by dividing the total number of grade points by the total number of semester hours attempted. Grades of “CR,” “NC,” “W,” or “I” do not affect the grade point average.

Grade changes can be made only by the faculty member who issued the grade. Approval of the Executive Vice President for Instruction is required. Requests for a grade change must be made before the completion of the next fall or spring semester.

Incomplete
The conditional grade of “I” may be given to a student only with the approval of the instructor. It is the responsibility of the student to arrange with the instructor for completion of the course when an “I” is given. To remove an “I,” the student must complete the work of the course within 30 days after the beginning of the next fall or spring semester, at which time the earned grade will be received without penalty. If the student does not complete the work satisfactorily within the 30-day period, the “I” will become an “F.”

Withdrawal
A student who officially withdraws from a course after the twelfth class day but within the first twelve weeks of a regular semester, after the twelfth class day but within the first 8 weeks of the summer semester, or after the fourth class day but within the first four weeks of a 5-week summer term will receive a grade of “W” in the course. Students may not withdraw from school or drop classes after this time and receive the grade of “W.” Requests for withdrawal must be made in person or in writing or by FAX. Withdrawals will not be accepted by telephone.

Senate Bill No. 1231 limits the number of withdrawals a student may have during his/her academic career. See an advisor for details.

Graduate Guarantees
Northeast Texas Community College is committed to working with area businesses and industries to provide quality workforce education. Therefore, NTCC guarantees its workforce graduates. If an Associate of Applied Science (A.A.S.) graduate is judged by an employer to be lacking in workforce job skills identified as exit competencies for that specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training under the conditions of the guarantee policy.

Guarantee Policy
- The graduate must have earned the A.A.S. degree after January 1, 1993 in a workforce program published in the Northeast Texas Community College catalog.
- The graduate must have completed the A.A.S. degree with a majority of the credits being earned at NTCC and must have completed the degree within a four-year time span from initial enrollment.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Executive Vice President for Instruction.
- Employment must commence within twelve months of graduation.
- The employer must certify in writing that the employee is lacking entry-level workforce skills identified by NTCC as program competencies and must specify the areas of deficiency within ninety days of the graduate’s initial employment.
The employer, graduate, and Executive Vice President for Instruction will develop a written educational plan for retraining.

Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

All retraining must be completed within a calendar year from the time agreed upon for the educational plan.

The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and/or other course related expenses.

The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student’s sole remedy against the College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under the conditions described above.

A request to develop an educational plan for additional skill training by NTCC can be initiated through a written contact with the office of the College president.

**Student Classification**

Students are classified as freshmen, sophomores or special students according to the amount of work they have completed. A freshman is one who has completed less than thirty semester hours of college credit; a sophomore is one who has completed at least 30 but less than 60 semester hours of college credit. A student who has earned 60 or more semester hours is classified as a special student.

**Student Load**

Ordinarily, a student load of 18 semester hours of course work is the maximum allowable. If an employed student carries a full course load, (12 semester hours or more) it is recommended the student should limit the total work time to 20 hours per week. If the student must work more hours, it is recommended the credit hour load in college should be reduced proportionately.

The maximum load limit during mini-mester and intersession is three credit hours. The maximum load limit during a five-week summer session is seven credit hours. The maximum load limit during a 10-week summer session is 14 credit hours.

An overload (over 18 hours - fall or spring semesters; over 14 hours - summer session; over 7 hours - 5-week summer session) must be approved by the Executive Vice President for Instruction. Overloads are not permitted during mini-mester or intersession.

**Withdrawing from College**

A withdrawal indicates a student is no longer enrolled in any courses at the College for the term. During periods of registration, students who enroll on-line using Campus Connect may also withdraw from college via the same method. Following registration, all students needing to withdraw from school must do so in College Connection located in Student Services in the Administration Building.

Northeast Texas Community College will no longer utilize the grades of WP or WF. Students who withdraw prior to the semester drop deadline will receive a W. The Office of Admissions and Records does not accept withdrawal date deadline appeals. Merely discontinuing class attendance does not constitute withdrawal from college. Students who do not officially withdraw may be given grades of “F” at the discretion of the instructor.
No officer or employee of the College District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student’s race, religion, color, sex, national origin or disability.

A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

**Discrimination on the Basis of Sex**

No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research or other education program or activity operated by any College District receiving federal financial assistance. 34 CFR 106.31 Educational programs and activities include:

- Housing.
- Comparable facilities.
- Access to course offerings.
- Counseling.
- Financial assistance.
- Employment assistance to students.
- Health and insurance benefits and services.
- Athletics.

**Federal Funding Recipients**

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination by any College District that receives federal financial assistance, on the basis of any of the following protected characteristics:

- Sex.
- Race, color, or national origin.
- Disability, or relationship or association with an individual with a disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such impairment, or is being regarded as having such impairment.

**Pregnancy and Marital Status**

A recipient shall not apply any rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex.

**Religious Freedom**

The College District may not substantially burden a student’s free exercise of Religion, unless the burden is in furtherance of a compelling government interest and is the least restrictive means of furthering that interest.
Religious Holy Days
Pursuant to House Bill 256 (78th Legislature), students are not required to notify their professors in
advance regarding absence due to the observance of a religious holy day. Such students will be excused
from attending classes or other required activities, including exams, during the time needed for travel and
the observance of a religious holyday. Northeast Texas Community College will allow students who are
absent from class for the observance of a religious holiday to take an examination or complete an
assignment scheduled for that day within a reasonable time after the absence. “Religious holy day”
denotes a holy day observed by a religion whose places of worship are exempt from property taxation
under section 11:20, Tax Code.
Northeast Texas community college has an “open door” admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The college and the state of Texas require certain assessment procedures for use in course placement, but the assessment is not used to determine admission eligibility to NTCC. Admission to NTCC does not ensure admittance to a particular course or program of study. Students may, in some instances, be required to remove deficiencies before enrolling in certain courses or applying to programs of study.

**Admission Methods**

A person may be admitted to Northeast Texas Community College by any one of the following methods:

- Graduation from an Accredited High School or completion of a General Education Development (GED)
- Graduation from a non-Accredited High School or non-traditional education program. Such graduates who are at least 18 years of age must provide an official transcript to the Admissions and Records Office. Such graduates who are under 18 years of age may be admitted by meeting all of the following requirements:
  - Present a notarized record of the high school equivalent work completed and the date of successful completion. The work should be consistent with TEA minimums for high school completion.
  - Comply with NTCC testing requirements.
  - Agree to limitations or conditions of admissions established by NTCC.
- Transfer from another College/University.
- Individual Approval
- Concurrent Enrollment
- Readmission
- International Students

**Admission Requirements**

Complete admissions requirements can be found at [www.ntcc.edu](http://www.ntcc.edu). Click on Admissions icon in the menu located at the left. Admission requirements for various workforce and allied health programs are outlined.

**Assessment (Texas Success Initiative)**

The Texas Success Initiative (TSI) is a state-mandated program of basic academic skills assessment and advisement with the goal of creating a personalized learning experience for students pursuing higher education. In accordance with SB 286, Texas Education Code Section 51.3062, and the directives of the Texas Higher Education Coordinating Board regarding TSI, Northeast Texas Community College has developed an institutional plan for addressing college readiness through assessment, advisement, and placement of students. TSI college-readiness status does not supersede institutional course placement requirements.

**College Readiness**

College readiness is defined as a student demonstrating the ability to successfully complete college-level coursework.
This ability is determined by:

1. Achieving passing placement scores on approved assessment instruments, and/or
2. Successfully completing a prescribed individual education plan that includes appropriate
devotional coursework in preparation for enrolling in college-level coursework in
mathematics, or coursework designated as reading or writing intensive.

Assessment
Unless otherwise exempt, all Northeast Texas Community College students must take the Texas Higher
Education Assessment (THEA) or an approved alternative test prior to enrolling in any college-level
course work.

Advisement
Northeast Texas Community College encourages all students, regardless of TSI college readiness status,
to seek individual academic advising prior to each registration. Advisors help students understand
academic requirements. Additional information about advisement is available from the College
Connection Center located in the Administration Building, phone (903) 434-8140. Students who are
entering NTCC for the first time are required to receive academic advisement.
The following students are also required to receive academic advisement:
Students who have failed the THEA test or any THEA alternative test
- Students who are enrolled in developmental courses,
- Students who are on academic probation or who are returning from academic suspension,
- Students who desire to change an academic major, certificate program, or intend to transfer to a
college or university,
- Students who are military Veterans and are eligible for Veterans benefits (must see Director of
Financial Aid).

Placement
- The beginning course placement for each student is determined by scores on Texas’ high school
exit level test, TASP (prior to Spring 2003), THEA or an approved alternative assessment
instrument. A detailed placement guide is available in the College Connection and Career Center.
- Students who wish to enroll in Mini-mester or Intersession terms must have met the requirements
that correlate to the course in which they enroll.
- If THEA (or any approved assessment test) is re-taken before the student completes a
developmental course, the resulting score will determine placement in subsequent courses. It is the
student’s responsibility to take the test score to the instructor of the class. That instructor will give
the student a grade of CR or a letter grade on the final grade sheet (as he/she chooses), and the
student will no longer be required to attend that class for the rest of the semester.

TSI Exemption and Exceptions
The following students shall be exempt from the requirements of this title:
1. For a period of five (5) years from the date of testing, a student who is tested and performs at or
above the following standards:
   - ACT: composite score of 23 with a minimum of 19 on the English test and/or the
     mathematics test shall be exempt for those corresponding sections;
   - Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a
     minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those
     corresponding sections; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

6. A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

An institution may exempt a non-degree-seeking or non-certificate-seeking student.

The provisions of this § 4.54 adopted to be effective December 3, 2003, 28 TexReg 10753; amended to be effective May 17, 2004, 29 TexReg 4868; amended to be effective August 15, 2004, 29 TexReg 7971.

**TSI-Waived Status**

Students who are enrolled in certification programs consisting of 42 semester credit hours or less are considered TSI-waived until the student:

1. Changes to a degree and/or Level II certificate program of 43 or more semester credit hours. (Some degree programs with 43 or more semester credit hours have been approved as Level I certificates) or
2. Completes more than six semester credit hours outside the TSI-waived certified curriculum. Certain TSI-waived certificate programs include **ENGL 1301**, a college-level math course, or a course designated as “reading intensive”. Even though a student enrolled in such certificate program(s) is TSI-waived, he/she must pass the appropriate section of the THEA or approved alternative test in order to take corresponding college-level courses.

**Attendance**

Academic success is closely associated with regular classroom attendance. All students are required to attend classes regularly and punctually. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. After additional absences, notification by mail may be made when requested by the professor. Professors are required to include in their syllabus the attendance policy for the course(s) they teach. Responsible class attendance is a requirement in order to receive financial aid.

**Residency Requirements for Tuition Purposes**

Although Northeast Texas Community College is an “open door” institution, state laws are very specific concerning residency requirements. Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question as to the right to classification as a resident of Texas or the NTCC taxing district, it is the student’s obligation, prior to, or at the time of enrollment, to raise the question with the appropriate administrative officials of the College.

**Determination of Resident Status**

The following persons shall be classified as Texas residents and entitled to pay resident tuition at all institutions of higher education:
1. a person who:
   - graduated from a public or accredited private high school in this state or, as an alternative to high school graduation, received the equivalent of a high school diploma in this state, including the successful completion of a nontraditional secondary education, and
   - maintained a residence continuously in this state for:
     1. the thirty-six months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and
     2. 12 months preceding the census date of the academic semester in which the person enrolls in an institution.

2. a person who:
   - established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
   - maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

3. a dependent whose parent:
   - established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
   - maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

Reclassification of Residence Status
Students classified as nonresident or out-of-district students shall be considered to retain that status until they apply for reclassification and provide the appropriate supporting documentation to be officially reclassified by the proper administrative officers of the institution. Application for reclassification and documentation must be submitted prior to the official census date of the relevant semester.

Additional information regarding residence requirements may be obtained from the Admissions Office or the Texas Higher Education Coordinating Board website at [www.thecb.state.tx.us](http://www.thecb.state.tx.us).

Tuition and Fees
Admission of students to classes or laboratories shall be permissible only after a student’s tuition, fees, and deposits are paid in full or payment is approved under an installment plan or by a valid contract. Payment of tuition, fees, and deposits may be made by cash, check, and credit cards authorized by the College District.

Checks shall be accepted subject to final payment by the bank upon which the check is drawn. A fee to be determined by the administration shall be charged for all returned checks. Reimbursement for returned checks shall be made by cash or money order only. A student failing to make payment or exercise his or her due process rights within ten days of notification or attempted notification by the Business Office may be dropped from all classes, official records may be restricted, and prosecution may be initiated.

Textbooks and other required instructional materials shall not be included in the tuition and fee schedule. A student enrolling in the College District for any number of credit hours during the fall and spring semesters may pay tuition and fees according to the schedule posted in the Business Office and as stipulated by state requirements.

If a student receiving financial aid or a scholarship chooses an installment plan, he or she shall be required to sign a promissory note upon payment of the first installment. A processing fee shall be
assessed at this time. Late fees and reinstatement fees may also be charged if future installment payments are not made.

**Refund of Tuition and Fees**

**Refund of Tuition and Fees Schedule 2012**

Students who officially drop or withdraw from NTCC shall have their tuition and mandatory fees refunded according to the following schedule as adopted by the Texas Higher Education Coordinating Board. Refunds are based on the date that the drop or withdrawal form is received in the Registrar’s Office. For courses dropped prior to the first class day, a 100 percent refund is to be made. NOTE: Class day means the day the semester is designated to begin and each consecutive school day thereafter. The timetable applies to all refunds, including early registered students. Refunds are deposited to the student’s My Eagle Passport account. If the student does not have a My Eagle Passport, a refund check will be mailed to the address on file in the Admissions Office.

**Fall and Spring Courses**

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first fifteen (15) days</td>
<td>70 %</td>
</tr>
<tr>
<td>From the sixteenth through twentieth (16-20) days</td>
<td>25 %</td>
</tr>
<tr>
<td>After the twentieth (20) day</td>
<td>0 %</td>
</tr>
</tbody>
</table>

*For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:*

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first twelve (12) days</td>
<td>100 %</td>
</tr>
<tr>
<td>From the thirteenth through fifteenth (13-15) days</td>
<td>70 %</td>
</tr>
<tr>
<td>From the sixteenth through twentieth (16-20) days</td>
<td>25 %</td>
</tr>
<tr>
<td>After the twentieth (20) day</td>
<td>0 %</td>
</tr>
</tbody>
</table>

**Fall and Spring 8-Week Course**

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first eight (8) days</td>
<td>70 %</td>
</tr>
<tr>
<td>From the ninth to tenth (9-10) days</td>
<td>25 %</td>
</tr>
<tr>
<td>After the tenth (10) day</td>
<td>0 %</td>
</tr>
</tbody>
</table>

*For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:*

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first six (6) days</td>
<td>100 %</td>
</tr>
<tr>
<td>From the seventh to eighth (7-8) days</td>
<td>70 %</td>
</tr>
<tr>
<td>From the ninth to tenth (9-10) days</td>
<td>25 %</td>
</tr>
<tr>
<td>After the tenth (10) day</td>
<td>0 %</td>
</tr>
</tbody>
</table>

**Summer 5-Week and Fall/Spring 5-Week Fast-Track Courses**

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first five (5) days</td>
<td>70 %</td>
</tr>
<tr>
<td>During the sixth and seventh (6-7) days</td>
<td>25 %</td>
</tr>
<tr>
<td>After the seventh (7) day</td>
<td>0 %</td>
</tr>
</tbody>
</table>

*For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:*

During the first four (4) class days 100 %
During the fifth (5) class day 70 %
During the sixth and seventh (6-7) class days 25 %
After the seventh (7) class day 0 %

**Summer 10-Week Courses**
During the first nine (9) class days 70 %
During the tenth through twelfth (10-12) class days 25 %
After the twelfth (12) class day 0 %

For student who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

**Mini-Mester, Intersession, Summer I & II Fast-Track**
During the first three (3) class days 70 %
During the fourth (4) class day 25 %
After the fourth (4) class day 0 %

For students who reduce their course load, but do not completely withdraw, the following refund schedule will apply:

During the first two (2) class days 100 %
During the third (3) class day 0 %

Refunds are deposited to the student’s My Eagle Passport account. If the student does not have a MyEAGLE Passport, a refund check will be mailed to the address on file in the Admissions Office.

Refund schedules are determined by the Texas Higher Education Coordinating Board.

Title IV programs are regulated by federal policy. The law requires that, when you withdraw during a payment period, the amount of student financial aid assistance that you have earned up to that point is determined by a specific formula. If you received (or the school received on your behalf) less assistance than you earned, the excess funds must be returned. Any amount you have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

To officially withdraw, you must complete forms in the Registrar’s Office.
Transfer of Credits to the College District
Credit for courses in which a passing grade of D or better has been earned may be transferred to the College District from colleges and universities accredited through the eight recognized U.S. regional accrediting associations. The College District may not accept transfer credits from any institution not so accredited. Coursework completed at colleges and universities outside of the U.S. shall be considered on an individual basis.

On receipt of an official transcript from an accredited college or university, the Associate Director of Admissions shall complete a course-by-course evaluation as needed for the student’s degree plan or program of study. In cases of repeated courses, only the higher grade shall be completed in the grade point average.

Transfer of Credits to another Higher Education Institution
The College District, through the leadership of the Texas Higher Education Coordinating Board (THECB), shall provide for the transferability of general academic courses offered during the first two years of collegiate study to all public institutions of higher education in Texas that are members of recognized accrediting agencies on the same basis as if the work had been done at the receiving institution. A student should be aware of and become familiar with the limits and requirements established by the THECB. Prior to registration, the student shall be responsible for determining if the desired courses will transfer.

The College District catalog shall contain adopted procedures that address the transferability of lower division course credit among institutions of higher education. In addition, the catalog shall publish the THECB rules and regulations for resolving disputes concerning transferability of lower division courses to a Texas institution of higher education. Advisement services shall be available to students who want more information about transferring to another institution.

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
Immunization Requirements for Bacterial Meningitis

During the last Texas legislative session, Texas Senate Bill 1107 (SB 1107) was passed and signed into law by Texas State Governor Rick Perry. Effective January 1, 2012, SB 1107 requires all students (under age 30) entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester.

- Texas House Bill 1107 (entire text)
- Important Information about Bacterial Meningitis

Students are strongly encouraged to obtain the bacterial meningitis vaccination before entering the United States or moving to the Mount Pleasant area. If you have any questions, please contact the Registrar’s Office at (903)434-8100.

Students in Health-Related Courses

Student in health-related courses and/or programs must meet the requirements for bacterial meningitis and other vaccinations before they can engage in course activities as described by 25 Administrative Code 97.64(a). Each health-related program will provide students a course manual or syllabus that will identify other required vaccinations. For additional legal information see College Policy FDAB.

Where to Obtain the Vaccination

While students may obtain the vaccination at a variety of healthcare facilities and retail pharmacies, the state provides access to immunizations for students who cannot afford it. According to the Texas State Department of Health office in Mount Pleasant, students can receive the vaccination for a cost of $20 at their office. The agency is located at 1014 N. Jefferson and accepts walk-ins from 7-11 a.m. and 1-4 p.m. Monday through Friday. Shots are not given daily, so students are encouraged to call 903-572-9877 to confirm that the immunization nurse is on duty. Immunizations are also available at locations in Linden and Sulphur Springs.

- The bacterial meningitis vaccination must be administered by a Health Practitioner authorized by law to administer an immunization.
- Vaccinations older than 5 years will require a booster

Frequently Asked Questions by Students

Evidence of Bacterial Meningitis Vaccination

The student must provide proof of vaccination. Evidence of Bacterial Meningitis Vaccination must verify that the vaccination was received no later than the first day of the semester and must be submitted in one of the following four formats:

- A complete Evidence of Vaccination against Bacterial Meningitis Form. Use this form if you plan to obtain your vaccination somewhere other than your personal physician's office.
- A document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered).
- An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered).
- An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).
Evidence to Decline Vaccination
Evidence to Decline Vaccination must be submitted in one of the following two formats:

- An Affidavit Request for Exemption or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student.
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used and can be requested here - Affidavit Request for Exemption from Immunizations for Reasons of Conscience. Please allow several weeks for delivery.

How to Submit Evidence of Vaccination or an Affidavit to Decline Vaccination
All documents should be mailed, faxed, emailed or hand-delivered to the Registrar's Office. If you fax the documents, please use the Registrar’s Office. Fax Cover Sheet

Mail: Northeast Texas Community College, PO Box 1307, Mount Pleasant, TX    75456
Phone: (903) 434-8100
Fax: (903) 572-6712
E-mail: bgooding@ntcc.edu
Hand Delivery: Administration Building, Registrar’s Office, 2886 FM 1735, Chapel Hill Rd, Mount Pleasant, TX.

Communicable Diseases
Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis. For the purposes of this policy, the term “HIV infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

The College’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

The College shall comply with all pertinent statutes and regulations which protect the privacy of persons in the College community who have a communicable disease.

Acquired Immune Deficiency Syndrome Guidelines
The existence of HIV infection should not be used to determine suitability of applicants for employment or for student admission unless a student with HIV infection should be allowed to attend classes without
restrictions as long as the student is physically and mentally able to participate, perform assigned work, and poses no physical health risk to others.

Consideration of the existence of AIDS, a positive HIV antibody test, or any communicable disease is not a part of the initial admission decision for those applying to attend Northeast Texas Community College. Northeast Texas Community College students who have AIDS or a positive HIV antibody test shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes. However, Northeast Texas Community College reserves the right to exclude any person if specific required activities may expose others to risk of transmission or may pose a health or safety risk to them.

A brochure outlining the college’s policy on HIV infection and AIDS is available in the Office of Human Resources and the Office of the Vice President for Student and Outreach Services.

**Health Services**

NTCC offers no health services and is not responsible for costs of hospitalizations, special health care such as consultations with specialists, nursing care, surgical operations or dental treatment. The next of kin on record may be notified in uncertain or emergency situations, or in case of serious illness. Students may be transported to a general hospital or transported by ambulance at their own expense when such action is necessary in the opinion of College officials.

**Health Insurance**

NTCC does not provide student health insurance coverage. Special sickness and accident insurance policies are available from private insurance vendors and are particularly valuable to students whose coverage under family policies is void or terminated. The student will be responsible for paying the premiums on such policies. Interested students may obtain information by inquiring at the Student Support Customer Service Center.

**Freedom from Discrimination, Harassment, and Retaliation**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Information regarding this policy shall be made to NTCC employees and published on the NTCC Website. Copies of the policy shall be readily available at the NTCC administrative offices. For additional information regarding policy and procedures see

**Definition of Discrimination**

 Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:
• Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
• Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
• Otherwise adversely affects the student’s educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment by an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
  - Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual Harassment by Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
- Otherwise adversely affects the student’s educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Retaliation

The College District prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment is subject to appropriate discipline.
Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student’s performance in the classroom.

Freedom from Bullying and Dating Violence
NTCC prohibits bullying and dating violence as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of NTCC policy. **FDF (LOCAL)**. Information regarding this policy shall be made to NTCC employees and published on the NTCC Website. Copies of the policy shall be readily available at the NTCC administrative offices.

Definitions of Bullying
Bullying occurs when a student or a group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples of bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism.

Definitions of Dating Violence
Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner to the point that the abuse:

- Affects the student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
- Otherwise adversely affects the student’s educational opportunities

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Prohibited Conduct
The term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by NTCC POLICY FDE and bullying and dating violence as defined in NTCC POLICY FDF, even if the behavior does not rise to the level of unlawful conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.
Alternatively, a student may report prohibited conduct directly to the appropriate College District official. For the purposes of the College District policy, College District officials are the Title IX Coordinator, the ADA/Section 504 Coordinator, the Vice President for Students and Outreach Services, and the College President.

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 Coordinator or the Title IX Coordinator may be directed to the College President. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

To the greatest extent possible, NTCC shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

**Procedures for Reporting Discrimination, Harassment, and Retaliation**

Reports of the prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the college's ability to investigate and address the prohibited conduct.

Reports of discrimination based on sex, including sexual harassment, may be directed to the **Title IX Coordinator**. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Diana Hall  
Position: Director of Human Resources and College Relations  
Address: 2886 FM 1735 Chapel Hill Road, Mount Pleasant, TX 75455  
Telephone: (903) 434-8100

As alluded to earlier in this handbook, Northeast Texas Community College believes that students with disabilities should have an equal opportunity to acquire an education. Reports of discrimination based on disability may be directed to the **ADA/Section 504 coordinator**. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Troy White  
Position: Advisor / Special Populations Coordinator  
Address: 2886 FM 1735 Chapel Hill Road, Mount Pleasant, TX 75455  
Telephone: (903) 434-8100

**Notice of Report**
Any College District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.

**Investigation of Report**
The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form. Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Concluding the Investigation**
Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation. Retention of records shall be in accordance with NTCC’s records retention procedures. (See CIA)

**Appeal**
A student who is dissatisfied with the outcome of the investigation may appeal to the Vice President of Student and Outreach Services. An appeal hearing shall include the complainant, person toward whom the complaint is directed, the College District’s Equal Opportunity Official, and the College President or designee, who shall preside over the hearing. A written finding shall be reported to both parties within five days of the appeal hearing; the written findings of this appeal shall be final. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Procedures for Reporting Bullying and Dating Violence**
Any NTCC employee who receives notice that a student has or may have experienced bullying or dating violence shall immediately the Vice President for Student and Outreach Services, as such:

Name: Dr. Judy G. Traylor  
Position: Vice President for Student and Outreach Services  
Address: 2886 FM 1735 Chapel Hill Road, Mount Pleasant, TX 75455
Investigation of Report
If a report is made orally, the Vice President for Student and Outreach Services or designee shall reduce the report to written form and shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by the policy FDE, and if so, shall proceed under the policy instead.

The Vice President for Student and Outreach Services or designee shall conduct an appropriate investigation based on the allegations in the report and shall promptly take interim action calculated to prevent prohibited conduct during the course of the investigation, if appropriate.

Concluding the Investigation
Absent extenuating circumstances, the investigation should be completed within ten college business days from the date of the report; however, the Vice President for Student and Outreach Services or designee shall take additional time if necessary to complete a thorough investigation. The Vice President for Student and Outreach Services or designee shall prepare a written report of the investigation, including a determination of whether prohibited conduct occurred, and shall send a copy to the College President or designee. If the results of an investigation indicate that prohibited conduct occurred, NTCC shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. NTCC may take action based on the results of an investigation, even if the College concludes that the conduct did not rise to the level of prohibited conduct under the policy. Retention of records shall be in accordance with NTCC’s records retention procedures. (See CIA)

Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning in the appropriate level.
Financial Aid
Students needing financial assistance are encouraged to file the Free Application for Federal Student Aid (FAFSA) at least 5 weeks prior to registration to allow ample time for processing and completion of institutional forms. All students must submit a FAFSA for consideration for all federal and state financial aid. All federal financial aid is awarded in strict compliance with federal regulations, state regulations and institutional policies and procedures.

Eligible students may apply various scholarships available through the college. Foundation scholarship applications are available after February 1, with a deadline of April 15th. Students may apply for departmental or athletic scholarships by contacting the department head or the athletic coach. All students receiving financial aid must maintain academic progress and be enrolled in a program leading to a degree certificate.

Students eligible for veteran benefits must complete paperwork at least eight (8) weeks prior to the semester if interested in advance payments. Enrollment is verified after the 12th class day and checks are mailed to the veteran’s home address.

Students may access the FAFSA and additional financial aid information through the NTCC Financial Aid Homepage by clicking on Financial Aid.

Scholarships and Awards
Students interested in applying for scholarships and awards should contact the Financial Aid Office for applications. Students may also download the scholarship application from the website, www.ntcc.edu. Academic scholarships are awarded in May for the following academic year. The application deadline is January 31.

Work Study Students
NTCC offers students services in regards to work-study employment opportunities. Options include within the NTCC campus and outside. NTCC financial aid office will establish and maintain an online list of work-study employment opportunities, sorted by department as appropriate, available to students on the NTCC campus. Additionally, NTCC will ensure that the list is easily accessible to the public through a clearly identifiable link that appears in a prominent place on the financial aid page of the NTCC Internet Website, Education Code 56.080;TAC 4.229 (FH Legal)
Academic and Career Advising
Northeast Texas Community College strongly encourages all students, regardless of academic skill level, to seek individual academic advising prior to each registration. New students are required to participate in MyEAGLE Orientation offered by the College Connection Academic and Career Advising staff.

It is highly recommended that the following students receive academic/career advising:

- Students who are entering NTCC for the first time.
- New students should contact the College Connection Academic Advising staff for advising, career, and Veterans services.
- Students who have not met TSI requirements.
- Students who are required to be enrolled in developmental courses.
- Students who are on academic probation and/or students who are returning from academic suspension.
- Students who desire to change an academic major, certificate program, or transfer institution.
- Students who are military Veterans eligible for veteran’s benefits. (Eligible students should see the VA Advisor located in the Administration Building / College Connection).

Advising activities are designed to assist students in the successful completion of their goals. Students who need additional career assistance should seek help from College Connection Career Advisor. College Connection offers information, community agency referrals, assistance and guidance at no cost to current students.

Advisement and Degree Auditing
The College Connection and Career Center, located in the Administration Building at Northeast Texas Community College, houses advisors qualified to provide assistance in various fields necessary to assist students in meeting educational and career goals. Students are provided services through walk-in and appointment based services.

Services provided by College Connection and the Career Center:

- Academic Advisement for degree and certificate programs and advisement on appropriate transfer requirements and procedures
- Audit of degree plans to determine student progress toward degree completion and transfer requirements
- Selection and assignment of major course of study
- Registration for coursework
- Provision of services to ADA students
- Retention services for students
- Career Choices and Exploration
- Referrals for personal counseling issues
- Referrals to appropriate faculty advisors within chosen major department

What Should Students Do?

- Contact College Connection Center to meet with advisor
Clarify career choice and appropriate major selection
Register for coursework appropriate to meet educational goals and comply with all program requirements
Be prepared for each advisement meeting by providing appropriate questions and necessary materials from selected transfer university
Register online when eligible to ensure timely selection of coursework
Take ownership in course of study including responsibility for decisions
Respect advising staff and communicate values and needs in a responsible manner

What Should Advisors Do?

- Provide a professional and confidential environment for students to obtain advisement services
- Effectively communicate NTCC course curriculum, completion requirements for graduation and NTCC policies and procedures
- Listen to students’ academic needs and concerns to assist in meeting educational goals
- Provide information as needed for student resources on and off campus
- Provide assistance in determining appropriate coursework for NTCC programs as well as transfer requirements to student’s university of choice

Career Center and Job Placement Services
Career-planning information is available for students and alumni, including possible career choices, college major options, occupational information, career interest inventories, personality assessments, and senior college/transfer information. Dedicated computers provide students access to career and educational information via the Internet, as well as specific career guidance information systems. Students, unsure about a college major and/or career path, are encouraged to contact the Career Center early in their academic endeavor. Students are invited to explore opportunities of employment within the Center. Employers from the surrounding region post job announcements in the Center. Students may also receive assistance with preparing a resume’ and employability skills.

Career Planning Services are also available to Northeast Texas Community College students seeking on campus part-time job opportunities. Job openings are listed on the Student Services Bulletin board in partnership with Northeast Texas Community College Office of Financial Aid. Students may also receive help with resume preparation, interviewing skills and developing successful job search strategies. Contact Academic and Career Planning Advisor located in the Administration Building in the College Connection Center for further information.

Hours and Contact Information
7:30a.m.-6:00 p.m. Monday – Thursday
8:00 a.m.-12:00 noon on Fridays.
For appointments, call 903-434-8140.

Academic Skills Center
The Academic Skills Center (ASC) serves as the main on-campus site through which several programs are administered to prepare students for satisfactory achievement in either academic or vocational college-level courses. The Academic Skills Center (ASC) is a multi-laboratory unit that offers a variety of activities to upgrade reading, writing, mathematics, spelling, vocabulary and study skills. It houses tutorials, the Writing Center, a computer lab, Study Skills Development, Adult Basic Education and GED Preparation classes. It also serves as a laboratory for developmental education courses. The center contains an array of self-instructional materials and equipment for student use. The center also provides supervised practice, small group instruction, peer tutoring, and computer/video instruction. A staff of
qualified, well-trained instructors and tutors is available to assist students at all times. For further information regarding these programs and services, contact the ASC at extension 320.

Registration
Students who do not have a degree plan should obtain one from an advisor prior to Registration. Registration should be completed using CampusConnect; however, students may request the assistance of an advisor as needed. Students who do not have computer access at home may use any of the designated computers on the NTCC campus for registration, including those in the Administration Building in the Student Services area and in the Learning Resource Center. Students may not attend any classes until their registration is complete, and those who enter after classes have begun are responsible for all work prior to their entrance.

Registration is not officially completed until:

- all admission credentials have been received and approved
- registration forms and course enrollment completed
- tuition and fees paid, or satisfactory arrangements made through Northeast Texas Community College's Financial Aid and Business Office.

CampusConnect
CampusConnect is an online information and registration service provided for students at NTCC. Current students may access CampusConnect through the MyEAGLE portal at https://mycampus.ntcc.edu. The naming format of your login is first name initial + last name + last 3 digits of your Social Security Number (SSN). The password is set to your date of birth (DOB) in an 8-digit format, mmddyyyy. For example, if Bart Simpson (SSN 123-45-6789, DOB January 3, 1989) was a student at NTCC, his log-in credentials would be bsimpson789 and his password would be 01031989.

If you have not previously logged into the portal, when you access CampusConnect you will need to enter your log-in credentials one time. Your student number is your student id or social security number (without dashes or spaces) and your PIN number is your birth date in mmddyyyy format. From this point forward, when you log into the portal, you are automatically logged into CampusConnect.

New students may register using CampusConnect after successful completion of MyEAGLE orientation. Until your Eagle Mail account is created, you will need to access CampusConnect through the College’s website at www.ntcc.edu. Your student number is your student id or social security number without the dashes and your PIN number is your date of birth in the format of mmddyyyy.

This service also allows students the opportunity to:

- Register/add/drop courses prior to the start of a semester (if eligible)
- View/print the student’s class schedule
- View/print a current grade report
- Determine course availability
- View/print a copy of the student’s Unofficial Transcript
- Request an Official Transcript to be mailed or picked up in the Administration Office
- View/print the student’s Financial Aid History
- Access the degree audit feature to determine courses needed to complete the student’s degree plan
- View/print account billing and history
- Verify the student’s demographic data. Address or name changes must be made in the Admissions and Records Office.
For information regarding the CampusConnect program, contact the Registrar’s Office at (903) 434-8100.

**Grade Reports and Transcripts**

Final grades are available to students through Campus Connect. A transcript of college work is an official copy of the student’s permanent record listing all course work at the College and bearing the signature of the Registrar. Students may obtain copies of their official transcripts through the Registrar’s Office. Official transcripts will not be released to students with academic, admissions or financial holds until such holds are cleared. Unofficial copies may be obtained free of charge by using Northeast Texas Community College’s Campus Connect on the MyEAGLE Portal.

**Graduation Degree Requirements & Certificates of Competency**

**Associate of Arts (A.A.) Degree; Associate of Science (A.S.) Degree**

The Associate of Arts and Associate of Science degrees include coursework in general academic and pre-professional education and give broad exposure to lower division baccalaureate study. These degrees enable students to enter as juniors at the four-year college/university of their choice. While the Associate of Arts and Associate of Science degree programs will satisfy the transfer requirements of most four-year institutions, it is the student’s responsibility to determine the transfer institution’s specific requirements and plan accordingly with the assistance of an NTCC counselor.

**Degree Requirements**

- Associate of Arts Degree Requirement
- Associate of Science Degree Requirements
- Associate of Arts in Teaching (A.A.T.) Degree Requirements
- Associate of Arts in Teaching Degree Requirements
- Associate of Applied Science (A.A.S.) Degree Requirements
- Associate of Applied Science Degree Requirements

**Certificates of Competency**

Certificates of Competency are awarded for successful completion of prescribed programs of study which prepare students with the knowledge and skills necessary to enter a specific job market or to up-grade their skills in a particular area. Such courses or programs are not intended for transfer to four-year institutions. The student must attain a minimum of a “C” grade for all courses in the major and a cumulative minimum grade point average (GPA) of 2.0 for all courses counted toward the certificate. Students wishing to complete a certificate of competency must complete a minimum of fifteen semester hours at Northeast Texas Community College.

**Testing Center**

The Testing Center provides assessment services to students through Accuplacer Test, Work Keys, CLEP, and specialized testing for college programs, such as TCLEOSE for the Police Academy and Evolve Admission Assessment Exams for the Health Science Division. The Testing Center administers make-up exams, exams for distance learning courses, and exams for students with documented disabilities. The Testing Center also provides GED, ACT, and THEA assessments for community members. For hours of operation and testing information, call 903-434-8724 (Main Campus)

**Veterans Affairs**

Northeast Texas Community College provides a Veterans Affairs Office to assist in the enrollment of
Veterans, war orphans, war widows, totally disabled Veterans, and their wives and children. This office, located in the Counseling Center, serves as a liaison between Northeast Texas Community College and the Veterans Administration. Advisement for all college programs is available in Counseling Services.

**Veterans Administration Benefits**

Please contact the Veterans Affairs Advisor in College Connection for information concerning required documentation. Requirements to receive maximum educational benefits eligible vary depending on the program. Students are advised to consult the Veterans Affairs Office prior to enrollment for additional information.

The Veterans Administration requires Veterans and other eligible persons to define and follow predetermined degree plans as reflected in the *General Catalog*. In order to receive VA educational assistance payments for courses taken at Northeast Texas Community College that are a part of another institution’s degree plan, students must obtain a Parent Institution Letter from that institution and submit it to the Office of Veteran Affairs.

The official college transcript will provide a final record of the credits attempted by the veteran each semester. Official drop dates are published in the *Schedule of Classes*. Final grades are submitted by the Faculty and maintained on permanent file in the Office of Admissions and Records. Veterans Administration rules require that the College interrupt training and report the names of Veterans who are placed on scholastic suspension and those who are not making satisfactory progress.

A veteran who applies for admission to Northeast Texas Community College must submit official Transcripts from all previous colleges attended. If any such credit earned is applicable toward the degree plan of the student, approval will be made by Counseling Services or the appropriate instructional Dean, if necessary. Courses previously taken with an earned grade of at least a “D” will be accepted as credit. A student may not receive benefits from the Veterans Administration for any class previously taken with an earned grade of “D” or better. Veteran students entitled to Hazelwood Act (Texas Veterans) benefits should contact the Financial Aid Office at NTCC. Hazelwood Benefits may be used for both credit and continuing education courses.

**Veteran’s Affairs Advisor**

Northeast Texas Community College provides a Veterans Affairs Advisor to assist the enrollment of Veterans, war orphans, war widows and totally disabled Veterans, their wives and children. This office serves as a liaison between NTCC and the Veterans Administration, and is located in College Connection Office located in Student Services in the Administration Building.

Please contact the Veterans Affairs Advisor for information concerning the required documents. All students are strongly encouraged to visit College Connection Advising Office as part of their college experience.
Northeast Texas Community College maintains student housing facilities for up to 214 occupants. Student housing provides students the opportunity to further individual educational development through social interaction with fellow students. A housing director is responsible for the daily activities and programs within the facility, communication of the college policies and the safe operation of the facility.

Residential housing at NTCC offers a variety of options to fit your budget and lifestyle. Students can choose from a more traditional dorm experience or brand new apartment style units. In addition to the convenience of living on campus, students enjoy amenities like: free Wi-Fi, free cable, free parking, free laundry, free 24 hour fitness access, fully furnished units, secure card access to building, security officer on campus 24 hours, and student lounge areas.

A housing deposit fee of $200 is required to reserve housing space. A student may cancel his/her assignment and receive a deposit refund if the cancellation is received prior to July 1, for the fall semester and December 1, for the spring semester.

All students residing in college housing during the fall and/or spring semesters are required to purchase a meal plan from the college cafeteria.

The meal plan consists of:

- 14 meals per week;
- 3 meals daily Monday -Thursday; and
- 2 meals on Friday (excluding holidays and vacation periods).

Students interested in living on campus, or who would like additional information should contact the housing department. Email: studenthousing@ntcc.edu or call: (903) 434-8176.

**Housing Disciplinary Issues**

Each student resident of the housing facility shall be responsible for respecting the rights of others and for maintaining an atmosphere conducive to study and a harmonious social life. Occupants shall be subject to all rules, regulations, policies, and procedures of the College District and the student housing facility. Any violation of policies and procedures is subject to fine and/or disciplinary action.

The Housing Director or designee has the primary authority and responsibility for the administration of student resident discipline. In cases in which the accused student resident disputes the facts upon which the charges are based, or when the penalty involves suspension from the housing facility, the student may request that such charges be heard and determined by the Student Housing Disciplinary Committee.

**Student Housing Disciplinary Committee**

The Housing Disciplinary Committee shall be impartial and shall be composed of a chairperson designated by the College President, two full-time faculty members, (or one full-time faculty member and one staff member), the Director of Student Activities and two students (one living on campus and one living off campus) or selected according to procedures approved by the College President.
The Student Housing Disciplinary Committee shall preside over a fair hearing for the student and the College District’s administration. The student and the College District may be represented by counsel at the hearing.
Permissible Solicitation
As used in this policy, the words “student solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or registered student organization.

No student solicitation shall be conducted in or on any property either owned or controlled by the College District, except in accordance with the following provisions when they do not violate a sole-source vendor contract clause:

- The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the Vice President for Administrative Services for the conduct of such activity.
- The sale or offer for sale of any food or drink item in an area designated in advance by the Vice President for Administrative Services or a designated representative for the conduct of such activity.
- The collection of membership fees or dues by registered student organizations at meetings of such organizations scheduled in accordance with the College District’s regulations on use of facilities. [See GF]
- The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or registered student organization, and are scheduled in accordance with College District regulations.
- The activities of a student or registered student organization that can present to the Vice President for Administrative Services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

No solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the Vice President for Administrative Services.

Solicitation made pursuant to the terms of this policy must be conducted according to the following:

- The solicitation will not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
- The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
- The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.

If, after a reasonable investigation, the Vice President for Administrative Services determines that a solicitation is being conducted in a manner violating this policy, the Vice President for Administrative Services may prohibit the offending student or registered student organization from soliciting on the campus for such period or periods of time determined to be appropriate. In the case of a registered student organization, the Vice President of Student and Outreach Services may cancel the registered status of the organization. A student in violation of this policy shall also be subject to disciplinary measures as authorized by Board policies and administrative regulations. [See FL, et seq., and FM] Any investigation
shall afford the accused student or registered student organization every right guaranteed by the due process clause of the United States and the Texas Constitutions.

**Distribution of Literature**

Distribution of noncommercial literature or leaflets by organizations chartered by the College District or individual students shall not be permitted in the buildings owned or leased by the College District, except within areas designated for that purpose. Commercial materials and literature shall not be distributed on College District property without the approval of the Executive Vice President of Instruction. Literature and materials for distribution shall not contain local news or material that attempts to exploit for commercial purposes the name, image, or reputation of the College District, through the sale of subscription copies or advertising space.
The College President shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the College District program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for utilization by authorized school officials.

Custodians of Record
The registrar is custodian of all records for currently enrolled students and for all official academic records. The registrar is custodian of academic status records. The Vice President of Student and Outreach Services is custodian of all other records. The addresses for the custodians of records shall be included in the Annual Notice of Student Rights under 20 U.S.C. 1232g.

Types of Education Records
Each record custodian shall be responsible for the education records of the College District. These records may include:

- Admissions data, personal and family data.
- Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
- All achievement records, as determined by tests, recorded grades, and teacher evaluations.
- Attendance record.
- Records of faculty, counselors, or administrative conferences with the student or pertaining to the student.
- Disciplinary records, including scholastic disciplinary actions.
- Copies of correspondence with parents and others concerned with the student.
- Records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled.
- Records pertaining to participation in student activities including academic awards or recognition by the College District.
- Information relating to student participation in special programs.
- Records of tuition and fees paid and outstanding.
- Financial aid records.
- Job placement records.
- Scholarships or other financial awards.
- Records pertaining to student complaints.
- Other records that may contribute to understanding of the student.

Request Procedures
The College District shall make a student’s records available to the student. The records custodian or designee shall use reasonable procedures to verify the requestor’s identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student’s records shall be maintained at all times. Records to be viewed shall be restricted to use only in the College President, vice
president’s, dean’s or counselor’s office, or other restricted area designated by the records custodian. The
original copy of the record or any document contained in the comprehensive record shall not be removed
from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in
advance. Financial hardship cases shall be dealt with on an individual basis. A student may be denied
copies of records if he or she fails to follow proper procedures or pay the copying charge.

**Directory Information**
Directory information shall be released to any individual or organization that files a written request with
the College President or designee.

The College District shall give public notice of the categories of information designated as directory
information and of the period of time after such notice for a student to inform the College District that any
or all of the directory information should not be released without prior consent.

**Access by School Officials**
A school official shall be allowed access to student records if he or she has a legitimate educational
interest in the records.
For the purposes of this policy, “school officials” shall include:

- An employee, Trustee, or agent of the College District, including an attorney, a consultant, a
  contractor, a volunteer and any outside service provider used by the College District to
  perform institutional services.
- A person serving on an official committee, such as a disciplinary or grievance committee, or
  assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning
privacy of the records and shall return the records upon completion of the assignment.

A school official has a “legitimate educational interest” in a student’s record when he or she is:

- Working with the student;
- Considering disciplinary or academic actions, the student’s case, or services for a student with
disabilities;
- Compiling statistical data;
- Reviewing an education record to fulfill the official’s professional responsibility; or
- Investigating or evaluating programs.

**Access by Parents**
The College District may disclose educational records to a student’s parent without the student’s consent
under circumstances specified in law. [See FJ(LEGAL)] A qualified parent shall be subject to the
provisions of the REQUEST PROCEDURES, above.

**Transcripts and Transfers of Records**
The College District may request transcripts from previously attended schools for students transferring
into the College District; however, the ultimate responsibility for obtaining transcripts from sending
schools rests with the student.
For purposes of a student’s enrollment or transfer, the College District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. The College District may return an education record to the school identified as the source of the record.

Procedure to Amend Records
Within 15 College District business days of the record custodian’s receipt of a request to amend records, the College District shall notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within ten College District business days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present the evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within ten College District business days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the College District’s decision.

Family Rights & Privacy Act
FERPA (Family Educational Rights and Privacy Act of 1974), As Amended is a Federal Law that protects the privacy of a student’s education records. It applies to the education records of persons who are or have been in attendance in post-secondary institutions, including students in cooperative and correspondence study programs. FERPA applies to all educational agencies or institutions that receive funds under any program administered by the United States Secretary of Education.

FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution and it does not give rights to students enrolled in one component of an institution who seek to be admitted in another component of an institution.

Education records
Education records are handwriting, print, computer, videotape, audiotape, film, microfilm, microfiche or e-mail of an institution that contain information directly related to the student and are maintained by an agency or institution or party acting in its behalf.

Education records do not include

- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute
- Medical records
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records
• Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student

Public or Directory Information
Directory information is “contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.” (1988 Final Regulations). At its discretion, the college may provide directory information in accordance with the provisions of the Act.

**Directory Information MAY include:**

- Student name
- Address
- Telephone number
- Email address
- Photograph/visual likeness
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- Other information including major field of study and degrees and awards received.

**Directory Information can NEVER include:**

- Social security number or
- Student identification number
- Race
- Ethnicity
- Nationality
- Gender

A student may request that all or any part of the directory information be withheld from the public by making written request to the Admissions Office during the first 12 days of class of a fall or spring semester or during the first 4 days of a summer session. If no request is filed, information will be released upon inquiry. The following document can be read using Adobe Acrobat Reader. Authorization to Release Education Records Form

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as “Directory Information” may be released to the general public without the consent of the student.

The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Administration Building in Student Services on the Main Campus.

**Students Rights under FERPA**

- Students and former students have rights to inspect and review their education records.
• Students must be able to inspect and review their education records within a maximum of 45 days after they request to do so.
• The right of inspection and review includes:
  ➢ The right to an explanation and interpretation of the record.
  ➢ The right to a copy of the education records when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record.
• Some limitations exist on students' right to inspect and review their education records, including:
  ➢ Financial information submitted by parents.
  ➢ Confidential letters and recommendations placed in their files prior to January 1, 1975.
  ➢ Confidential letters and recommendations placed in their files after January 1, 1975, to which the student has waived his or her right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
  ➢ Education records containing information about more than one student.

The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Administration Building in Student Services on the Main Campus.
Activities Funds Management
The College will serve as the depository and fiscal agent for all student organizations authorized to operate on campus. Organization sponsors will have the responsibility for ensuring that all organizations' revenue is turned into the College Business Office, which will issue a receipt for the funds. Expenditure of organization funds will be under the direction of the sponsor and will be subject to procedures established by the Business Office.

Each organization will be responsible for keeping detailed records that provide adequate data for financial operating reports. The College Business Office will keep records on funds received and disbursed and will issue a statement showing income, expenditures, and account balances on a monthly basis to the organization.

No fund-raising activities will be conducted without the approval of the Vice President for Student and Outreach Services or designee. Any fund-raising activity will be for the benefit of the organization as a whole or a charity, and no funds will be distributed to the officers or members of the organization for personal profit or gain.

The College will not be responsible for debts incurred by any student organization.

Contests and Competitions
In providing physical education courses and athletics and similar programs and activities to any of its students, the College District may not discriminate on the basis of disability. If the College District offers physical education courses or operates or sponsors intercollegiate, club, or intramural athletics, the College District shall provide to qualified disabled students an equal opportunity for participation in these activities.

The College District may offer to disabled students physical education and athletic activities that are separate or different only if separation or differentiation is consistent with the requirements of offering the most integrated setting appropriate and only if no qualified disabled student is denied the opportunity to compete for teams or to participate in courses that are not separate or different.

Registered Student Organizations
The College encourages the organization of student clubs and organizations, which will enhance the education, growth, and development of its students. Student organizations complement the curricula in developing mental, physical, and social aspects of the individual student. A faculty or staff member sponsors these organizations.

Athletics
Northeast Texas Community College provides a varied athletic program for all its students. Intercollegiate competition is held in men and women’s basketball, baseball, and softball. Recreational competition is sponsored in basketball, volleyball, flag football, and soccer. Both men and women participate in recreational sports. Eligibility for Athletic Activities The eligibility of any student participating in the intercollegiate program will be determined according to the regulations and policies set in scholarship requirements at Northeast Texas Community College and the Northern Texas Junior
College Athletic Conference. Any student who has been enrolled during five or more semesters in the College may lose eligibility in any College-sponsored activity.

**Eagle Ambassadors**
The NTCC Eagle Ambassador Program is an innovative and challenging leadership preparation program which is offered to selected students who have demonstrated a high level of leadership ability, maintained an outstanding academic record, and display the potential to attain student leadership positions at NTCC. During the training sessions, students are presented with an in-depth exposure to the community college system, and learn how to identify and access resources from across the institution.

The NTCC Eagle Ambassador Program helps to develop the necessary skills and abilities to perform as effective student leaders within our community college setting. The primary focus of the ambassadors will be to assist with recruiting, promoting, marketing, public relations, and other events related to prospective students.

A special effort is exerted at NTCC to create and maintain an atmosphere where students may develop to their maximum potential. The administration, faculty, and staff facilitate learning through emphasis on the needs and interests of the students. Formal instructional programs, organized student activities, student organizations, intercollegiate athletics, and informal day-to-day interrelationships contribute to the total educational experience for students at Northeast Texas Community College.

**Intramural Sports**
The intramural program at Northeast Texas Community College exists to offer a variety of sports and activities for students, faculty, and staff and provides both competitive and recreational alternatives. Emphases are on interest and participation.

This program provides an outlet for athletic interests that goes beyond participation in physical education courses or in particular varsity sports. It also provides the college community a venue for socialization and fellowship through participation in athletic activities.

Opportunities for individuals to compete with others of their own ability, to support others in athletic participation, and to improve one’s own health and physical fitness are all important components of the intramural program. Opportunities for involvement in a variety of organized physical activities and the positive use of leisure time are also available.

**Fall Programs:**
- 6 on 6 Co-ed Volleyball
- Tennis (singles/doubles)
- 4 on 4 Basketball
- Doubles Pool Tournament
- Ping Pong Tournament

**Spring Programs:**
- 6 on 6 Co-ed Volleyball
- Tennis (Singles/Doubles)
- 4 on 4 Basketball
- Doubles Pool Tournament
- Ping Pong Tournament
- Dodge ball Tournament
- 7 on 7 Flag Football

Other sports may be added during the year

**Student Government Organization**
The Northeast Texas Community College Student Government Organization advises the college President and the Vice President for Instruction and Student Development, encourages student groups, creates new groups as needs arise, channels requests for information and/or action to the appropriate authority,
assesses needs and interests of the community, and aids in planning student activities. Information on becoming a member can be obtained in the Student Activities office.

The Student Government Organization offers support to students wishing to form a new organization or club.

**Student Organizations and their Sponsor**
- Ag Club - Chad Henry
- Aikido Club - Kenny Goodson
- Amigos Unidos - Jim Swann
- Baptist Student Ministries - John Borum
- Biology Club - Mary Hearron
- Brother to Brother - Rico Willis
- Cosmetology Club - Debbie Lovelady
- Dental Hygiene Club - David Mills
- Eagle Ambassadors - Rico Willis
- Eagle Baseball - Josh Stewart
- Eagle Rodeo - Colten Mohl
- Eagle Softball - Jay Terry
- Eagle Soccer - Brain Speer
- Honors Society - Andrew Yox
- Lutheran Club - Andrew Yox
- Math Club - David Rangel
- Medical Laboratory Technology Club - Cindy Parsons
- NTCC Carroll Shelby Automotive Technology Car Club - Keith Fennimore
- NTCC Film Club - Julie Ratliff
- Optimist Club - Rex Allen
- Phi Theta Kappa - Melissa Weinbrenner
- Physical Therapist Assistant Club - Nancy Wilson
- Psi Beta - Shirley Clay
- Radiologic Sciences Club - Sandra Adamek
- Sigma Kappa Delta - Chuck Hamilton
- Society of Collegiate Journalists - Mandy Smith
- Student Government Association - Rico Willis
- Student Nurses Organization - Kim Gatlin
- Student in Free Enterprise (SIFE) - Joy Cooper
- Webb Historical Society – Melissa Weinbrenner
- Wesley Fellowship - Becky Hand
  youth@tennisonumc.org
This list of student organizations does not reflect changes that may have occurred since date of publication. For questions pertaining to the NTCC Student Organizations or Clubs, please contact Rico Willis, Director of Student Activities @ 903-434-8265. Email: rwillis@ntcc.edu

**Student Life**
A special effort is exerted at NTCC to create and maintain an atmosphere where students may develop to their maximum potential. The administration, faculty, and staff facilitate learning through emphasis on the needs and interests of the students. Formal instructional programs, organized student activities, student organizations, intercollegiate athletics, and informal day-to-day interrelationships contribute to the total educational experience for students at Northeast Texas Community College.

**Student Publications**
The role of student publications is to provide a training ground for those students who want to pursue careers in journalism, provide news of campus related activities to the college community and college district and to act as a public relations tool by informing area residents about NTCC.

A faculty sponsor who teaches Journalism/English classes at NTCC supervises student publications. It is the responsibility of all student publications to print material that is free from personal bias, is not libelous, and is in good taste. Each publication should clearly state opinions expressed in its editorials and policy statements do not necessarily reflect the opinions or policies of the Administration of the College, the faculty sponsor, nor the College Board. It is one of the primary responsibilities of the faculty sponsor to ensure that all material to be printed meets these standards.

The faculty sponsor has sole responsibility for the content of the publication, for advising the student staff, and for appointing and removing student staff members. Removal of a staff member may be based on the following acts as judged by the sponsor.

- Failure to follow the policies
- Failure to follow the principles of journalistic writing style.
- Failure to carry out the responsibilities of the position.
STUDENT RIGHTS & RESPONSIBILITIES

Involvement in Decision Making
The Board encourages students to take an active part in the leadership of campus activities, assessment of the administration of the College community’s needs and interests, and planning activities. The Student Government Organization (SGA) will serve as the official representative arm of the student body. This organization will work with the administrative and faculty toward the realization of College goals and objectives. (FLA Legal and Local)

The Student Government Organization will also have the responsibility of encouraging student groups, creating new groups as the need arises, channeling requests for information and/or action to the appropriate authority, and advising the College President and the Vice President for Student and Outreach Services on matters of student affairs. The Director of Student Activities and Multicultural Affairs serves as the advisor of Student Government Organization. He/she is responsible for developing procedures for student participation in and the operation of the student government organization.

Student Access to Instruction
Students have the right to have access to their instructor in all instructional modalities (both face-to-face and distance learning settings). Students have the right to be treated with respect and courtesy in the classroom and graded on established criteria.

Student Responsibilities
- **Address:** It is required of each student to keep the Registrar’s office informed of your current address and telephone number.
- **Advisement:** Every student seeking to complete degree or program requirements is responsible for maintaining regular contact with an academic advisor.
- **Attendance:** Regular and punctual attendance at all scheduled classes is expected. Attendance is necessary for successful completion of course work. Excused absences may be permitted at the discretion of the instructor for illness, official College activities or personal emergencies. The student is responsible for initiating procedures for make-up work. All course work missed, regardless of cause, is to be completed to the satisfaction of the instructor. An instructor may drop a student for excessive absences in a course; this may or may not be done without prior notification to the student at the address listed in the Admissions Office. A student may be excused from classes for a religious holy day provided, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that the student will miss for such religious holy day. Each instructor will arrange a schedule for work to be made up. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.
- **Catalog Information:** Each student has the responsibility to be informed of all material published in the catalog.
- **Course Requirements:** Students are responsible for all instructions and requirements given by the instructor.
- **Examinations:** All examinations are to be taken at the times scheduled by the instructor. A request to take an examination at any other time must be approved by the instructor.
- **Financial Obligations:** Students are to meet their financial obligations to the College. Failure to do so may result in inability to register in the future, non-release of student’s official transcript, inability to graduate, or administrative withdrawal from classes.
- **Federal, State and Local Laws:** Obey all federal, state and local laws and to familiarize themselves with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including suspension, notwithstanding any action taken by civil authorities on exercising his/her rights of citizenship under the Constitution of the United States. Special care will be taken to assure due process and to spell out defined routes of appeal when a student feels his/her rights have been violated. Be fully acquainted and comply with all published policies, rules, and regulations of the College, copies of which will be made available to students for review at the office of the Vice President for Student and Outreach Services.

- **Student Handbook:** Each student has the responsibility to be informed of all materials published in the Student Handbook.

### Student Tuition, Fees, and Deposits
Payment of tuition, fees, and deposits is required prior to the first class day. Admission to classes or labs is permissible only after student’s tuition, fees, and deposits are paid in full or other arrangements have been made. Payment in full may be made by cash, check, Mastercard, VISA, or DISCOVER.

Another option to help meet your educational expenses is FACTS as a convenient payment plan. This is not a loan program and you have no debt. There are no interest or finance charges assessed, and there is no credit check. The cost to initiate your interest-free monthly payment plan is $35 nonrefundable enrollment fee. Visit the NTCC website at [www.ntcc.edu](http://www.ntcc.edu) for more information on this payment option. A list of all special course fees is also available on the website in the NTCC College Catalog.

### Student Expression
Students have the right to express themselves at school and school events as part of their rights to freedom of speech or expression. Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. NTCC may prohibit expression by students if it materially and substantially interferes with school activities; interferes with the rights of other students or teachers; or the college can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference. NTCC shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

### Student Conduct
Each student will be expected to behave in a manner consistent with the College’s functions as an educational institution. Specific examples of misconduct for which students may be subject to disciplinary action include, but will not be limited to the following acts prohibited on College-controlled property or while participating in College activities:

- Violation of a College policy, rule, or regulation, including violations of the Information Technology Acceptable Use Policy (see [www.ntcc.edu](http://www.ntcc.edu) for details) and Tobacco Use Policy (FLBD Local).
- Failure to comply with the directive of a College official acting in the performance of his/her duties.
- Possession or use of any alcoholic beverage on College-controlled property. Possession of alcoholic beverages in an automobile on College-controlled property will constitute a violation of this regulation. A student is subject to disciplinary suspension if his/her conduct is affected by the use of alcohol.
- Use or possession of marijuana, alcohol, and/or controlled substances and paraphernalia. Students whose behavior is affected by the use of these items will be subject to disciplinary
action. “Controlled substances” and “paraphernalia” are defined by the Texas Controlled Substances Act, 481.001, it. seq. of the Texas Health and Safety Code, except as may be allowed by said provisions, and includes but is not limited to: CNS depressants, CNS stimulants, hallucinogens and other illegal drugs, such as PCP (meth).

- Writing of bad checks or failing to pay debts.
- Distribution of non-commercial literature or leaflets by organizations chartered by the College or individual students, except within areas designated for this purpose. Authorized distribution of materials is contained in the policy on solicitations.
- Causing a disturbance resulting in the disruption of normal activities and order.
- Inappropriate classroom behavior will be judged to be a disturbance. The instructor will have responsibility for control of the classroom and may take steps to ensure an orderly environment in which learning may occur unimpeded.
- Dressing in a manner which materially or substantially interferes with normal College operations. Health regulations require an acceptable foot covering be worn in public places. Nursing and cosmetology students should ask their instructors about departmental dress code.
- Engaging in forgery or furnishing false or misleading information concerning admission, registration, or personal identification on any form used by the College or alteration of any College record.
- Assaulting any person on College property or engaging in fighting. Disputes and differences of opinions should be handled in a mature and responsible manner. Students who resort to physical violence raise questions concerning their suitability as College students. *(FLBG Legal)*
- Possession or use of a firearm or any lethal weapon.
- Stealing, vandalizing, defacing, or destroying College property or the property of others.
- Gambling.
- Hazing in any form.
- Software piracy
- Failing to surrender identification (ID) card. The student ID card is the property of the College and must be returned to the College when the student withdraws. The card must be surrendered upon request of any official of the College in the performance of his/her duty. The student may request that the official identify himself/herself. Any student not having a student ID card in possession will be treated as a non-student.
- Ignoring an official summons. Students should respond to an official summons requesting their presence at an interview as promptly as possible.
- Unauthorized selling, peddling, or soliciting. Vendors who desire to sell goods or services will be subject to the policy on solicitations.
- Unauthorized use of the institution name. No student organization or individual student may use the institutional name in the solicitation of gifts from persons or agencies off-campus without the written permission of the Vice President for Institutional Advancement.
- Conviction of violating a federal, state, or local law, if in the judgment of College officials the individual represents a potential threat to the safety and security of the College community.
- Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or that could cause damage by fire or explosion.
- Unauthorized entry into or use of College-controlled property.
- Giving false testimony or evidence.
- Engaging in unsafe conduct that, in the judgment of College officials, endangers the health, safety, or security of the College community, or of visitors.
- Possession of or making use of College keys for unauthorized purposes.
- Failure to maintain complete honesty and integrity in academic pursuits. Academic dishonesty such as cheating, plagiarism, and collusion are unacceptable.
- Engaging in unlawful assembly. While the Board recognizes that the freedom to assemble is indispensable in a college community that exists for the transmission of knowledge, the
expression of ideas, the pursuit of truth, and the overall development of students, the College has a responsibility to ensure that activities of students and non-students do not disrupt the normal and essential operation of the institution.

- Unlawful assembly will be defined as the congregation by students or others in doorways, hallways, classrooms, and other facilities so as to prevent students, faculty, or administrative officials from entering or leaving classes, offices, or any other facility. Preventing persons from pursuing their lawful occupation is a criminal violation of the laws of Texas. Persons not connected with the College will be referred to local law enforcement officials for possible prosecution.

*As changes to student conduct codes can be initiated by the administration, the student will be responsible for obtaining published updates or revisions.

**Disruptions, Disorderly Conduct, and Disruptive Behavior**

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College sponsored functions:

- Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
- Behavior involving personal abuse or assault when such behavior creates a clear and present danger that free movement of other persons will be impaired.
- Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall or any other passageway in a College building to such an extent that the employees, officers and other persons, including visitors, having business with the College are denied entrance into or exit from or free passage in such buildings.

**Disruptive Activity**

- Disruptive activity shall include any of the following activities occurring on property owned or controlled by the College or at College sponsored functions:
- Obstructing or restraining the passage of persons in an exit, entrance or hallway of any building without the authorization of the College administration.
- Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, social activity, research or other authorized sponsored activity.
- Preventing or attempting to prevent by force or violence, or the threat of force or violence, any lawful assembly authorized by the College administration.
- Disrupting by force or violence, or the threat of force or violence, a lawful assembly in progress; a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly because of the use of force or violence or a reasonable fear that force or violence is likely to occur.
• Obstructing or restricting the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence, or by threats thereof, the ingress or egress of any person to or from the property or campus without the authorization of the College administration.

**Academic / Scholastic Dishonesty**

Scholastic Dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion. Students are expected to complete course work in an honest manner, using their own intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with their instructor.

**Acts of Academic / Scholastic Dishonesty**

*Cheating on a quiz or test* includes the following acts:

- Copying from another student's paper;
- Using materials during a quiz or test not authorized by the instructor;
- Collaborating with any other person during the quiz or test without permission;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of quizzes or tests not yet administered;
- Bribing another person to obtain copies of or information about quizzes or tests;
- Substituting for another student or permitting any other person to substitute for oneself;
- Any other act intended to create a shortcut or unfair advantage on a quiz or test.

*Collusion* is the unauthorized collaboration with any person in preparing work offered for course credit. Examples of collusion include the following acts:

- Two or more students completing parts of the same assignment and sharing their work reciprocally without the knowledge of the instructor;
- Receiving an inappropriate level of assistance from another person not authorized by the course instructor, such as another student, family member, or former teacher;
- Providing another student with an inappropriate level of assistance;
- Any other act of unauthorized collaboration intended to enhance a student’s submitted assignment over and above the student’s own effort.

*Plagiarism* is the appropriation of another person's words or ideas and presenting them as one’s own work. Examples of plagiarism include the following acts:

- The inclusion of another person’s exact words in a paper or assignment without placing quotation marks around the words to indicate an exact quote, *even if the source is cited*;
- Using several consecutive sentences written by another person, changing the words somewhat to keep the passage from being an exact quote, *even if the source is cited*;
- Presenting someone else's ideas without citing that person as the original thinker;
- Submitting a paper written in part or in whole by another person;
- Any other act intended to circumvent the process of performing and presenting original academic research in completion of a course assignment.

*Other acts of academic dishonesty* include the following:
• The use of annotated texts or teacher’s editions in a course in order to gain unauthorized access to course or assignment information for the purpose of circumventing course requirements;
• Presenting a paper or assignment prepared for another class as a new, original work, even if the student makes changes in the paper/assignment;
• Misrepresenting a lab report by inappropriately incorporating another student’s results or conclusions;
• Any other act intended to defraud, circumvent, or gain unfair advantage over the requirements of a course.

Administrative-Level Acts of Dishonesty
In addition to the classroom-related acts defined above, the College will impose penalties for acts of dishonesty such as the following:

• Falsifying academic records or other academic information;
• Posing as another individual or recruiting an individual to pose as another;
• Two or more acts of classroom-level academic dishonesty
• Any other act intended to defraud, circumvent, or gain unfair advantage over the requirements of the College.

Discipline for such offenses is the responsibility of the Executive Vice President for Instruction.

Disciplinary Procedures for Academic / Scholastic Dishonesty
It is the responsibility of faculty to maintain the highest standards for academic honesty by refusing to tolerate cheating on quizzes and tests, collusion, and plagiarism in NTCC classes. If there is compelling evidence that a student has committed an act of academic dishonesty, the instructor will address the infraction in a manner consistent with College policies and a course policy stated in the instructor’s syllabus. An instructor’s course-related penalties may include the following:

• A grade of “F” on the assignment, paper, quiz, or test
• A grade of “F” for the course or a reduction in the course letter grade
• Resubmission of the assigned work or test
• Any other action the instructor deems appropriate

A student receiving a grade of “F” for academic dishonesty may not void the grade by dropping the course for a “W.” In addition to imposing course-related penalties, an instructor will also notify the Executive Vice President for Instruction of the offense. An instructor may also refer the student to the office of the Executive Vice President for Instruction and or the Vice President of Student Services and Outreach Services for any of the following disciplinary procedures listed in the Student Handbook:

• Verbal admonition or warning
• Formal written warning
• Loss of privileges
• Formal disciplinary probation
• Loss of credit
• Suspension
• Dismissal
• Denial of readmission
• Restitution
• Community Service
Students are entitled to petition for reversal of disciplinary action by an instructor or the College through the Student Hearing committee explained in NTCC Catalog and in this Student Handbook. Students may also contact the office of the Executive Vice President for Instruction for assistance.

**Dress Code**
NTCC marks the appropriate boundary where the institution can no longer assert that the regulation of student grooming is reasonably related to the fostering or encouragement of education. In the absence of showing that unusual conditions exist, the regulation of the length or style of a college student’s hair is irrelevant to any legitimate NTCC administrative interests. Health regulations require an acceptable foot covering be worn in public places. Nursing and cosmetology students should ask their instructors about departmental dress code. ([FLBA Legal](#))

**Prohibited Organizations and Hazing**
The College prohibits hazing. “Hazing” means any intentional, knowing, or reckless act on or off campus directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding in, or maintaining membership in any organization whose members are or include other students. The term includes:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm, or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- Any activity that incites causes or requires the student to perform a duty or task that involves a violation of the Penal Code.

A person commits an offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly failing to report that knowledge in writing to the College President or designee.

No current reports of hazing are on file for the Northeast Texas Community College campus.
Tobacco Use
The use of tobacco products including smokeless tobacco, smoking tobacco, and any other legal smoking preparation is prohibited in college buildings, enclosed facilities, and College-owned vehicles.

Tobacco use is prohibited in:

- All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls.
- All areas in the inner campus except those areas designated as tobacco use areas.
- All College-owned vehicles.

Tobacco use is permitted in:

- All campus parking lots.
- Designated tobacco use areas within the inner campus.

Alcohol and Drug Use

Alcohol
The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other public campus areas. However, with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the College in regard to the possession and consumption of alcoholic beverages.

Drugs
No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event.

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any harmful glue, aerosol paint or any other volatile chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances are also prohibited under this policy.

Exception:
A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use shall not be considered to have violated this rule. Possession and consumption is only approved in the form of grape must, partially fermented grape juice and wine in conjunction with instructional purposes associated with the Viticultural/Enology curriculum, and at Northeast Texas Community College Foundation sponsored events upon approval by the President of the College.

Violation
Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Weapons**

Weapons of any kind are prohibited on the NTCC campus and are defined in section 46.01 of the Texas Penal Code. A student, visitor, or employee, a student, visitor, or employee shall not knowingly, intentionally or recklessly go onto school premises with a weapon. This prohibition applies whether or not the student, visitor or employee is a licensed holder pursuant to Article 4413 RCS (Texas Concealed Gun Laws). No student, visitor or employee shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using or threatening to exhibit a prohibited weapon.

**Prohibited Weapons**

Weapons which may not be brought on campus include, but are not limited to:

- A firearm (any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
- An illegal knife (knife with a blade over 5 1/2 inches) or any hand instrument designed to cut or stab another, such as a dagger, bowie knife, sword, spear, switchblade or razor.
- An explosive weapon (any explosive or incendiary bomb, grenade, rocket or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon).
- Martial arts, throwing stars and num chucks.
- Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles).
- Chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being).
- A club (an instrument specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace and tomahawk).

Notice: School personnel may inspect dormitory rooms, lockers and cars parked on school premises if there is reasonable cause to believe they contain weapons. Students found to be in violation of this policy shall be subject to disciplinary action, including suspension (see FMA).

**Exception:** This prohibition shall not normally apply to school supplies whose intended academic use is non-lethal in nature unless those objects are used in a menacing or threatening manner. NTCC police officers and other law enforcement officers in the performance of their normal duties may carry firearms on College property. Students are prohibited from assaulting any member of the campus community. An “assault” is defined as:

- Intentionally, knowingly or recklessly causing bodily injury to another;
- Intentionally or knowingly threatening another with imminent bodily injury, or;
- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.
Assaults

Students are prohibited from assaulting any person on NTCC property while under the college’s jurisdiction. (FLBG)

Simple Assault
- Intentionally, knowingly, or recklessly causing bodily injury to another. Penal Code 22.01 (a) (1)
- Intentionally or knowingly threatening another with imminent bodily injury. Penal Code 22.01(a) (2)
- Intentionally or knowingly causing physical contact with another when the persons knows or should reasonably believe that the other will regard the contact as offensive or provocative. Penal Code 22.02 (a) (3)

Aggravated Assault
Aggravated assault is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. Penal Code 22.02 (a)

Sexual Assault
Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without the person’s consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Penal Code 22.011

Aggravated Sexual Assault
Aggravated sexual assault is defined as sexual assault in which the actor:
- Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode; or
- By the acts of words, places the victim in the fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person; or
- By acts of words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping; or
- Uses or exhibits a deadly weapon in the course of the same criminal episode; or
- Acts in concert with another; who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
- Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual. Penal Code 22.021

Care of Property Owned by the College
Lockers, desks, dormitory rooms and similar areas which are owned and controlled by the College may be searched by College officials when they have reasonable suspicion to behave that stolen items or items prohibited by law are contained in the area to be searched. Indiscriminate searches in the nature of “fishing expeditions” are prohibited. Stolen items or items prohibited by College policy or law may be impounded and used as evidence in institutional disciplinary proceedings.
Student Interrogations and Searches

Interrogations
Administrators, faculty, security and other professional personnel may question a student regarding the student’s own conduct or the conduct of other students. In the context of student disciplinary processes, students are expected to cooperate with College officials and the lack of such cooperation can be cause for student disciplinary action.

Student Searches
The College will respect the right of students to privacy and security against arbitrary invasion of their person or property. However, College officials have a limited right to search students or their property when it is in the interest of the welfare of students and/or staff members or when it becomes necessary to preserve the good order and discipline of the College.

Students have full responsibility for the security of their backpacks, briefcases or other personal property, and for vehicles parked on College property. Students shall not place, keep, or maintain any article or material that is forbidden by law or College policy in their backpacks, briefcases or other personal property, or in vehicles parked on College property.

College officials may search a student’s personal property or vehicle parked on College property, if there is a reasonable cause to believe that they contain articles and/or materials prohibited by law or College policy. Students shall be responsible for any prohibited items that are found as a result of the search. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. A student who refuses to unlock his/her vehicle when requested may be denied access to College property in the future.

Property owned and controlled by the College, such as dormitory rooms, may searched by College officials when they have reasonable suspicion to believe that stolen items or items prohibited by law are contained in the area to be searched.

Use of Trained Dogs and Searches in Conjunction with Law Enforcement Officials
The College officials in conjunction with law enforcement officials to may use specially trained non-aggressive dogs to sniff out and alert College officials to the current presence of concealed prohibited items, illegal controlled substances, and alcohol. This program is implemented with the objective of maintaining a safe environment conductive to education. Use of specially trained dogs to sniff vacant classrooms may be unannounced. These dogs will not be used to sniff a student’s person. If a dog alerts to an area or a vehicle, College officials may search it. (FLC Local)


Student Intellectual Property
Each employee and student shall retain exclusive property rights to materials developed on his or her own time without the use of College District equipment, facilities, or personnel support; developed as part of his or her regular responsibilities; or produced prior to employment with the College District.

Materials developed using College District property or while in the performance of duties as an employee shall become the sole property of the College District.
No employee or student shall utilize any property or facility of the College District for any personal or private business activities. College District facilities, equipment, and staff may be utilized for research projects only if prior approval of the College President or designee is obtained. Upon approval of the project, the College District shall enter into an agreement with the staff member regarding legal protection and guidelines for licensing, patenting, and royalty participation.

Intellectual property resulting from research supported by a grant or contract with the federal government, or any agency thereof, or with a nonprofit or for profit nongovernmental entity, shall be governed by the specific terms pertaining to the intellectual property rights included in the grant or contract.

Non-copyrighted materials prepared by a College District employee or student for use in a course conducted by the College District shall remain the property of the College District, and use of such materials for non-College District purposes shall be approved by the College President.

An employee of the College District may not realize a profit from materials sold exclusively to College District students. See NTCC Policy Local DB.
Student Grievance Process
In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student complaints, except as provided below.

This policy shall not apply to:

- Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. (See Procedures for Reporting Discrimination, Harassment, and Retaliation on page 34 of this handbook in reference to NTCC Policy FDE).
- Complaints concerning retaliation relating to discrimination and harassment. (Procedures for Reporting Discrimination, Harassment, and Retaliation on page 34 of this handbook in reference to NTCC Policy FDE).
- Complaints concerning disciplinary decisions. (See Student Discipline, Penalties, and Hearing Procedures on page 74 of this handbook in reference to NTCC Policy FMA).
- Complaints concerning a commissioned peace officer who is an employee of the College District. (See CHA).

A student grievance is a College District-related concern or problem that the student believes is unfair, inequitable, discriminatory, or a hindrance to the student’s education. The College District’s student grievance process affords the student a means for filing a grievance and provides a process for resolving a grievance.

The College District supports the concept of due process, a means by which students are assured that specific problems are addressed in a fair and impartial manner. A student grievance shall be initiated by a student and may proceed, if necessary and applicable, through the College District’s formal hearing process. [See FMA] Complaints of sexual harassment, discrimination, and retaliation shall be handled in accordance with FDE.
Informal Student Complaints Process
Whenever possible, student complaints at Northeast Texas Community College are handled in an informal manner. Administrators, faculty, and staff maintain an “open-door” policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the campus community. The chart below details the initial area for assistance referral and subsequent contact areas. It should be noted that sometimes the complainant may not feel comfortable in meeting the person at the first response level.

<table>
<thead>
<tr>
<th>Issue</th>
<th>First Response</th>
<th>Level I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Concerns</td>
<td>Instructor</td>
<td>Program Director/Division Dean</td>
</tr>
<tr>
<td>Academic probation/suspension</td>
<td>Advisor/Retentions Specialist</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Advising for specific major</td>
<td>Instructor or Advisor</td>
<td>Division Director</td>
</tr>
<tr>
<td>Advising for undeclared majors</td>
<td>Advisor</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Admissions Application/Process</td>
<td>Associate Director of Admissions</td>
<td>Dean of Enrollment Management/Financial Aid</td>
</tr>
<tr>
<td>Assessment/Testing Center</td>
<td>Director of Testing</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Black Board technical difficulties</td>
<td>Director of Computer Services</td>
<td>VP of Administrative Services</td>
</tr>
<tr>
<td>Book Store</td>
<td>Bookstore Manager</td>
<td>VP of Administrative Services</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>College Recruiter</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Concerns regarding Academic Faculty</td>
<td>Instructor</td>
<td>Division Director</td>
</tr>
<tr>
<td>Concerns regarding Workforce Faculty</td>
<td>Instructor</td>
<td>Division/Program Director</td>
</tr>
<tr>
<td>Counseling/Advisement</td>
<td>Advisor</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Discipline Issues in the classroom</td>
<td>Instructor</td>
<td>Division Director</td>
</tr>
<tr>
<td>Discipline Issues outside the classroom</td>
<td>Instructor/Advisor/Staff</td>
<td>VP for Student and Outreach Services</td>
</tr>
<tr>
<td>Grade appeals</td>
<td>Instructor</td>
<td>Division Director/Associate VP</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Advisor</td>
<td>Dean of EM and Director of Financial Aid</td>
</tr>
<tr>
<td>Graduation</td>
<td>Registrar</td>
<td>Dean of Enrollment Management/Financial Aid</td>
</tr>
<tr>
<td>Housing</td>
<td>Residence Assistant/Hall Director</td>
<td>Housing Director</td>
</tr>
<tr>
<td>Library</td>
<td>Library Staff</td>
<td>Director of the Learning Resource Center</td>
</tr>
<tr>
<td>Parking tickets and security</td>
<td>Director of Security</td>
<td>Director of Plant Services</td>
</tr>
<tr>
<td>Refund requests</td>
<td>Student Accounts</td>
<td>Comptroller</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registrar</td>
<td>Dean of Enrollment Management/Financial Aid</td>
</tr>
<tr>
<td>Residency</td>
<td>Associate Director of Admissions</td>
<td>Dean of Enrollment Management/Financial Aid</td>
</tr>
<tr>
<td>Student activities</td>
<td>Director of Student Activities</td>
<td>VP for Student and Outreach Services</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>Orientation Coordinator</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Students with disabilities</td>
<td>Advisor/Special Pop Coordinator</td>
<td>Director of College Connection</td>
</tr>
<tr>
<td>Tutor Support (ASC)</td>
<td>ASC Coordinator</td>
<td>Director of Developmental Education</td>
</tr>
<tr>
<td>Veteran benefits</td>
<td>Advisor/VA Coordinator</td>
<td>Director of College Connection</td>
</tr>
</tbody>
</table>

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described on the following page by timely filing a written complaint.
Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

**Formal Student Complaint Process**

Formal complaints are generally written and filed when the student has not received satisfactory resolution by the informal process or when the alleged behavior of the college employee is deemed to be strongly offensive. The student is always free to file a written complaint regardless of whether the student has sought to resolve the matter informally. A formal complaint may progress through four levels. It is the intent of the College to resolve the formal complaint at the lowest level possible. A student can designate a representative through written notice to the college, during any part of the process. *(FDL Local)*

### Formal Academic/Grade Complaint

<table>
<thead>
<tr>
<th>Issue</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Concerns</td>
<td>Division/Departmental/Program Dean, Director, or Supervisor</td>
<td>Executive VP of Instruction</td>
<td>Hearing Committee</td>
<td>President</td>
</tr>
</tbody>
</table>

### Formal General Student Complaint (not related to Academic Instruction)

<table>
<thead>
<tr>
<th>Issue</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Level IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary Appeal</td>
<td>Division/Departmental/Program Dean, Director, or Supervisor</td>
<td>Vice President for Student and Outreach Services</td>
<td>Hearing Committee</td>
<td>President</td>
</tr>
<tr>
<td>Housing Appeal</td>
<td>Housing Director</td>
<td>Housing Disciplinary Committee</td>
<td>Vice President for Student and Outreach Services</td>
<td>President</td>
</tr>
<tr>
<td>Discrimination or Harassment Issues</td>
<td>Division/Departmental/Program Dean, Director, or Supervisor</td>
<td>Vice President for Student and Outreach Services</td>
<td>Title IX Coordinator/ EEOC Grievance Committee</td>
<td>President</td>
</tr>
</tbody>
</table>

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level. Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

**General Provisions**

A complaint and any appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One, Two, and Three “response” shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”
“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process. The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness. Each party shall pay its own costs incurred in the course of the complaint.

Complaint Forms
Complaints under this policy shall be submitted in writing. Copies of any documents that support the complaint should be attached to the complaint. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference. A complaint that is incomplete in any material aspect may be dismissed, but may be refilled with all the required information if the refiling is within the designated time for filing a complaint.

Level One
A complaint must be filed:

- Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students shall file Level One complaints with the department chairman or student services counselor. The complaint, however, may begin at the first level at which the administrator has the authority to remedy the complaint.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received; and immediately forward the complaint to the appropriate administrator. The appropriate administrator shall investigate as necessary and hold a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student a written response within ten days following the conference. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level Two
If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the Vice President of Student and Outreach Services to appeal
the Level One decision. The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

- The original complaint and any attachments.
- All other documents submitted by the student at Level One.
- The written response issued at Level One and any attachments.
- All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three
If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision. The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

- The Level One record.
- The written response issued at Level Two and any attachments.
- All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.
The Level Three administrator shall provide the student a written response within ten days following the conference. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

**Level Four**
If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

- The Level One record.
- The Level Two record.
- The written response issued at Level Three and any attachments.
- All other documents relied upon by the administration in reaching the Level Three decision.

If, at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing. The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

**Questions Regarding Student Grievances**
Questions regarding students’ grievances should be directed to the office of the Vice President for Student and Outreach Services.
Student Discipline and Penalties
The objective of applied student discipline at Northeast Texas Community College is not punishment. It is designed to maintain a College community of high moral and academic character for the common benefit of students and faculty. When self-discipline fails, the rights and privileges of individual students must be accommodated to these common rights and privileges.

Student disciplinary procedures are established to afford students due process, including the right of the accused student to be informed of alleged misconduct, the right to a fair hearing, and the opportunity to appeal. The student disciplinary procedures are among the College’s internal operating procedures and as such are not subject to the same procedural standards as that of local, state and federal courts.

Disciplinary actions that may be taken in case of the violation of College policies and regulations may include: (a) admonition or warning; (b) formal written warning; (c) loss of privileges; (d) formal disciplinary probation; (e) suspension; (f) dismissal; (g) expulsion, or (h) denial of readmission.

Authority for Initiation of Disciplinary Action
The Vice President for Student and Outreach Services has the primary authority and responsibility for the administration of student discipline at Northeast Texas Community College (FM Local). The Executive Vice President for Instruction has authority over any academic matters relating, but not limited to, grade disputes, academic dishonesty, faculty-student interaction, etc. The Executive Vice President for Instruction and the Vice President for Student and Outreach Services will determine which cases will be handled by the appropriate office(s).

Upon receipt of a written complaint alleging student misconduct, the Executive Vice President for Instruction or the Vice President of Student and Outreach Services (whoever is appropriate) will conduct an inquiry into the matter. Any member of the College may file a complaint.

Student Discipline Hearing Procedures
In cases in which the accused student disputes the facts upon which the charges are based as outlined in (FM), or when the penalty for misconduct involves loss of college credit or suspension from the College District, the student or Vice President for Student and Outreach Services may request that such charges shall be heard and determined by a hearing committee.

Hearing Committee
The hearing committee shall be impartial and shall be composed of a chairperson designated by the College President, two full-time faculty members, (or one full-time faculty member and one staff member), and the president and vice president of the student government association, or selected according to procedures approved by the College President.

The hearing committee shall preside over a fair hearing for the student and the College District’s administration. The student and the College District may be represented by counsel at the hearing.

Request for Hearing
To request a hearing, an accused student must follow the following steps:
The request for a hearing shall be submitted in writing by the accused student to the Vice President for Student and Outreach Services within seven working days following the official reporting of findings by the Vice President or designee to the accused student. The request for hearing must delineate the reason or reasons for the request, including any dispute of the facts upon which the charges of misconduct are based and/or an appeal of the penalty.

If mitigating circumstances prevent the accused student from requesting a hearing within seven working days, the student may submit this written request to the Vice President for Student and Outreach Services within ten working days following the official reporting of findings to the accused student. However, disciplinary action shall begin as prescribed and shall not be suspended pending a hearing. The mitigating circumstances must be clearly communicated in writing, and the request shall only be granted if the circumstances are recognized as beyond the control of the accused student and/or are otherwise unavoidable.

Prior to the hearing, the accused student shall be provided a written statement of the charges of misconduct, a list of potential witnesses, a brief statement of the anticipated testimony from witnesses, and a list of possible penalties. This information, along with hearing procedures, shall be provided directly to the accused student via certified mail, return receipt requested, or hand delivery.

**Notice of Hearing**
The hearing committee shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten class days after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

**Contents of Notice**
The notice shall:

- Direct the student to appear on the date and at the time and place specified.
- Advise the student of his or her rights:
  - To be represented by counsel at the hearing.
  - To call witnesses, request copies of evidence in the College District’s possession, and offer evidence and agreement in his or her own behalf.
  - To have the hearing recorded verbatim and have a stenographic digest made of the recording.
  - To ask questions of each witness who testifies against the student.
- Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
- Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
- State the proposed punishment or range of punishments that may be imposed.

**Failure to Appear for Hearing**
The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student’s absence.

**Hearing Procedure**
The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District’s case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the College District’s case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within 15 days of the hearing.

Evidence
Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
- At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
- Neither the accused student nor any member of the hearing committee may harass or retaliate against any student who declines to testify.
- The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
- A tape recording shall be made of the hearing. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

Decision
The hearing committee may uphold the proposed disciplinary action, or alter the proposed disciplinary action, if the hearing’s purpose is to consider whether the disciplinary action taken or proposed to be taken is disproportionate to the misconduct.

When the hearing committee’s purpose is to determine guilt or innocence, the hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges; if it finds the student guilty, it shall set forth findings of facts in support of its decision. The penalty shall also be stated in the decision. The Vice President for Student and Outreach Services shall administer the penalty, if any.

Hearing Records
The disciplinary records and proceedings shall be kept confidential and separate from the student’s academic record. [See FJ]

Types of Penalties
The hearing committee may impose one or more of the following penalties if the hearing’s purpose is to determine guilt or innocence and/or the disciplinary penalty for the misconduct:

- **Reprimand** - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
• **Conditional Probation**- The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include social and behavioral restrictions; restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

• **Suspension**- Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

• **Expulsion**- Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

• When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an “F” on a particular assignment or in the course. [See Scholastic Dishonesty FLB (LOCAL)] The instructor shall make a written report of the incident and of the planned action to his or her respective dean. Depending upon the seriousness of the academic misconduct, the College District may impose any of the earlier-listed punishments.

**Appeal**

Any student disciplined pursuant to this policy may, within 15 five days of receiving notice of the hearing committee’s decision, petition in writing the College President and Board to review the decision. The student’s petition will state with particularity why the decision is believed to be incorrect or unfair. The College President or Board may, in its sole discretion, choose to allow oral argument on the petition.

Within 30 days of receiving the petition, the College President or Board may act to affirm, modify, remand, or reverse the decision. If no action is taken within 60 days, the hearing committee’s decision will thereby be affirmed.
Right to Collect Special Fees
The Board shall have the right to collect special fees authorized by law. Education Code 54.005
The College District may not collect from students any fee or charge except as permitted by law. Students may not be refused admission to or be discharged from the College District for the nonpayment of any fee or charge except as permitted by law. Education Code 54.003

Fees for Extraordinary Costs
The Board of the College District may establish a fee for extraordinary costs associated with a specific course or program and may provide that the exemptions provided by Education Code 54.203(a) and (b) do not apply to this fee. Education Code 54.203(g)

Individualized Courses
College District students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee in addition to the regular tuition. The fee shall be as set by the Board. Education Code 54.051(l)

Laboratory Fees
The College District shall set and collect a laboratory fee in an amount sufficient to cover the general cost of laboratory materials and supplies used by a student. The College District may charge a laboratory fee in an amount that does not exceed the lesser of $24 per semester credit hour of laboratory course credit for which the student is enrolled or the cost of actual materials and supplies used by the student.

General Deposits
The College District may collect a reasonable deposit in an amount not to exceed $100 from each student to insure the institution against any losses, damages, and breakage for which the student is responsible and to cover any other amounts owed by the student to the institution. The College District shall return to the student the deposit, less any such amounts owed to the College District by the student. The deposit must be returned within a reasonable period after the date of the student's withdrawal or graduation from the institution, not to exceed 180 days, that provides the College District with sufficient time to identify all amounts owed and to determine that the student does not intend to enroll at the College District in the semester or summer session immediately following the student's withdrawal or graduation or, if the student withdraws or graduates in the spring semester, in the next fall semester. Education Code 54.502(a)

Student Services Fees
The Board may charge and collect from students registered in the College District fees to cover the cost of student services, as defined by Education Code Section 53.503(a)(1). The fee or fees may be either voluntary or compulsory as determined by the Board. The total of all compulsory student fees collected for any one semester or summer session shall not exceed $250. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services. Education Code 54.503(b); Atty. Gen. Op. DM-450 (Sept. 2, 1997)

Dual Enrollment
If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student
shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program. The governing board of the college or university system may waive the payment of all compulsory student services fees at the other institution or institutions. *Education Code 54.503(g)*

**Vehicle Registration, Parking and Traffic Fees**
The Board may charge a reasonable fee for registration of a vehicle under Education Code 51.202. The Board may fix and collect a reasonable fee(s) for providing facilities and enforcing and administering traffic and parking regulations approved by the Board. No fee for parking facilities shall be charged to a student, unless the student desires to use the facilities. *Education Code 54.505*

**International Education Fee**
The Board may charge and collect from students registered at the College District a fee in an amount not less than $1 and not more than $4 for each semester or summer session. The amount of the fee may be increased only if the increase is approved by a majority vote of the students at the College District participating in an election called for that purpose.

Fees collected shall be deposited in an international education financial aid fund outside the state treasury. Money in the fund may be used only to assist students participating in international student exchange or study programs.

The international education financial aid fund shall be used in accordance with guidelines jointly developed by the student governing body of the College District and the administration. If the College District does not have a student governing body, the College President may appoint a Committee of Students to assist with the development of the guidelines. The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged under Section 54.503(b) of this code. *Education Code 54.5132*

**Continuing Education Course Fees**
The Board shall charge a reasonable fee to each person registered in a continuing education course at the College District. The Board shall set the fee in an amount sufficient to permit the College District to recover the costs to the College District of providing the course.

This section applies only to a course for which the College District does not collect tuition or receives formula funding, including an extension course, correspondence course, or other self-supporting course. Subchapters B and D of Chapter 54 of the Education Code do not apply to a fee charged under this section, except to a fee for a correspondence course taken by a student who would qualify for an exemption from tuition under Section 54.203 if the correspondence course applies towards the student’s degree plan. The Board may grant an exemption provided by Section 54.203 for continuing education courses. *Education Code 54.545*

**Exemption from Payment of Fees**
Students for whom Texas law provides specific exemptions from tuition and/or dues, fees, and charges shall be granted those exemptions. *Education Code chapter 54, subsection D; Education Code 130.008*

**Incidental Fees**
The Board may fix the rate of incidental fees to be paid by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds so designated. The rate of an incidental fee shall reasonably reflect the actual cost to the College District of the materials or services for
which the fee is collected. In fixing the rate, the Board may consult with a student fee advisory committee which the Board may establish if it does not presently exist.

The Board shall publish in the general catalog a description of the amount of each fee to be charged. Incidental fees include, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include other legally authorized fees. Education Code 54.504; Atty. Gen. Op. DM-450 (1997)

**Proration of Fees**

Based on the length of the semester or term for which a student is enrolled, the Board may prorate the amount of any fee charged to the student under Education Code Chapter 54.

For a student fee authorized by Education Code Chapter 54 to be charged per academic semester or term, including a fee authorized to be charged per semester credit hour, the Board shall prorate the amount of the fee charged for a term of the summer session of nine weeks or less based on the length of the term, unless the statute authorizing the fee specifies a reduced fee amount for that term. Education Code 54.5025, 54.010

**Waiver of Fees**

Except as provided below, the Board may waive a mandatory or discretionary fee for a student if the Board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.

Except as provided below, the Board may waive a mandatory or discretionary fee for a specific category of students if the Board determines that the waiver is in the best interest of the College District or is critical to the viability of an academic initiative.

The Board must ensure that a waiver under this section does not result in the College District’s inability to service a debt to which revenue from the fee is obligated or to support an activity, service, or facility for which the fee is charged.

The Board is not permitted to waive payment of tuition or laboratory fees.

The Board may limit or prohibit a student’s participation in or use of an activity, service, or facility supported by a fee that is waived for the student. Education Code 54.5035

**Credit Card Fees**

An institution of higher education may charge a fee or other amount in connection with a payment of tuition, a fee, or another charge to an institution of higher education that is made or authorized in person, by mail, by telephone call, or through the Internet by means of an electronic funds transfer or a credit card, in addition to the amount of the tuition, fee, or other charge being paid, including:

- A discount, convenience, or service charge for the transaction; or
- A service charge in connection with a payment transaction that is dishonored or refused for lack of funds or insufficient funds.
A fee or other charge under Education Code 54.5011 must be in an amount reasonable and necessary to reimburse the institution for the expense incurred by the institution in processing and handling the payment or payment transaction.

Before accepting a payment by credit card, the institution shall notify the student of any fee to be charged. Education Code 54.5011